New Camarillo Library
Ventura County Library Services Agency
Camarillo, California

BUILDING PROGRAM

April 2002

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Introduction

A. Project Overview

This report outlines the requirements for a new 65,621 square foot library designed to serve the residents of Camarillo and adjacent unincorporated areas of Ventura County, as delineated by the joint powers agreement that governs the operations of the Ventura County Library Service Agency. The population that will be served by this facility is expected to reach 95,000 by the year 2020.

The facility will replace the current Camarillo Library, a 16,500 square foot building located at 3100 Ponderosa Drive. That facility has served the community since 1974, and has been remodeled several times during the past twenty-five years. The service population has grown 300% since the current library opened, however. Its library service needs simply cannot be met by the current facility, nor can the current site accommodate an expansion that will meet community needs.

The new Camarillo Library programmed in this document translates the community's service needs articulated in the recently completed <u>Community Needs Assessment</u> into a detailed outline of spaces, shelving, seating, computers and other items. The new library will provide 0.69 square feet of library space to every community resident. In addition, it will provide the space to accommodate:

A book collection of 242,000 volumes
A collection of 24,200 audiovisual media items
A total collection that offers 2.8 volumes per capita
340 reader and study seats, at 3.6 seats per 1,000 people served
Five small group study rooms, each with seating for up to 6 people
A Homework Center with seating for up to 16 students
A Community Meeting Room that can accommodate audiences up to 200
Storytelling space for audiences up to 50 children and their families
A Literacy Learning and Resource Center
64 computers in adult, teen and children's areas
16 computers in Homework and Technology Training Areas

The building is programmed to serve all residents – the disadvantaged as well as the middle class majority of Camarillo residents. Services encompass the community's wide range of needs, from access to a broad range of new and popular books to literacy tutoring support for functionally illiterate adults to multifaceted, ongoing student support. The City and the Library are leveraging community enthusiasm for the new library to implement a cooperative project with the Pleasant Valley School District, to create a Homework Learning Center for Camarillo elementary and middle school students.

B.   Project Time Schedule

1/02 - 6/02	Programming & Preliminary Design
6/14/02	Submit Grant Application for Bond Funds
12/02	Grant Award Notification
1/03 - 3/03	Schematic Design
3/03 - 6/03	Design Development
6/03 - 12/03	Contract Documents
1/1/04	Project Advertised for Bid
4/04 - 7/05	Construction
9/05	Library Opens to Public

C.   Building Program Role in Architectural Design Process

The program is intended to serve as the architectural design team's guide to the facility's functional, operational and environmental requirements as well as its spatial relationships and contents. It describes each space within the building and calls out special needs. Overall building needs and characteristics are also outlined and lists of furniture, shelving and equipment are included. The City and Library will use the program to communicate the facility's needs to the architects, engineers and other consultants involved in the library's design. Over the course of the design phase, the City and Library will amend and update the original program as needed to reflect any shifts in content or policy that emerge.

D.   Building Team Members and Their Roles

Client/Owner
The City of Camarillo will own and maintain the new facility. City representatives will participate on the project committee, to represent the City interests and to direct the design team, and later the contractor, in their work. Designated City staff must approve each phase of the design prior to initiation of each subsequent phase.

County Library
The County Library will operate the facility, providing staff and materials for the facility. Library staff appointed by the County Librarian will participate on the project committee, to represent the Library's interests and to advise the design team, and later the contractor, in their work.

Architect
The project architect will design the new library to meet the program, on the site selected by the City. Architectural plans, elevations, sections, renderings, specifications and other elements required for the construction of the building will be prepared. Cost estimates for the project, both hard and soft costs, will be developed at each stage of design.

Library Building Consultant
The library building consultant will work with the City and the Library to establish the service population need for library services and prepare a building program to meet those needs. Once the program has been completed, the consultant advises the

architect on the intent of the program, participates in design discussions and reviews the architectural plans for compliance with the program.

Engineering Consultants
Civil, electrical and mechanical engineering firms will be hired by the architect to provide technical assistance in the design of the library. These consultants may serve on the building team in a secondary capacity.

Interior Designer
The architect will also engage the services of an interior design consultant to assist in the design, selection and layout of the building's furnishings and equipment as well as the selection of the building's interior finishes.

E. Programmatic Recommendations

The space needs recommendations presented in this report were developed as part of the Camarillo community needs assessment process, which is outlined in the Needs Assessment report that was prepared in Spring 2002. The recommendations are tied to an anticipated service area population of 95,000 residents by the year 2020.

1. Collections

Currently, the Library offers a book collection of 101,100 volumes. This represents 1.3 volumes per capita for the population currently served and is well below the generally accepted baseline collection size of 2.5 volumes per capita recommended for library collections. This report recommends that the collection increase to meet that size, with a target of 242,000 book volumes by the year 2020. This will allow the Library to support the needs of all its users, including students of all ages. Much of the increase can be accomplished simply by providing a sufficient amount of shelving, so that older but still-valuable material may be retained.

The book collection should be allocated among adult, young adult and children's material in the following proportions: 63% for adults, 2% for young adults and 35% for children. Books in languages other than English are now collected only nominally. It is recommended that the International Languages collection increase to approximately 8,500 volumes by 2020, to represent 3.5% of the overall book collection.

The collection of audiovisual media, currently at 4,500 items, needs to grow substantially, to 24,000 items, or 10% of the book collection. This target includes a factor for new audiovisual formats, to allow inclusion of such materials as DVD (digital video discs), CDRom software and other new formats, some of which may become available over the next several years.

The collection of magazines and newspapers currently contains 269 subscriptions, or approximately 3.5 titles per 1,000 population. This collection needs to grow to approximately 450 subscriptions, to reach 4.7 titles per 1,000 by 2020. Increased titles for young adults, for children and for the International Languages Collections are especially important.

Appendix A: Camarillo Library Collection Growth Plan and Appendix B: Camarillo Library Collection Space Needs in 2020 outline these recommendations in detail.

2. Reader Seating

The current seating capacity of the Library is 101 seats. This represents a significant deficit in relation to the 3.0 seats per 1,000 baseline seating capacity recommended for communities of Camarillo's size. This report recommends a target seating capacity of 340 seats, a slight increase over the baseline. This level recognizes the expected high levels of use by the school age population as well as recent trends in California library use that includes longer visits and extended study by Library patrons.

This total would include 240 seats for adults and young adults and 100 seats for children.

Appendix C: Camarillo Library Reader Seating provides detailed information of the number and types of seating in each section of the Library.

3. Computers and Technology

Currently, the Library's 26 public access computers are in constant demand. This demand is expected to grow as electronic technology continues to become a primary medium for communications and information delivery. This report recommends planning for 80 computer workstations for the public, 64 for individual use and an additional 16 for homework help and technology training.

Appendix D specifies quantities allocated for specific services, such as access to the Library's online catalog, access to the Internet or for email use. It should be noted, however, that the configuration of specific workstations will evolve over time as community demand evolves. The total quantity of public access computer workstations recommended is more important than the specific type or function of each unit.

Currently, here are no recognized guidelines in place for the number of public computers to offer in a public library. Current planning practice among recently opened libraries in California, however, has been to install one workstation per 750 to 1,250 people served. This recommendation will provide Camarillo with one computer for every 1,188 people in the community.

Appendix D: Camarillo Library Public Computers and Other Equipment outlines the distribution of this equipment throughout the Library.

4. Meeting Rooms and Storytelling Space

Currently, the Library has one meeting room space that accommodates audiences up to 60 people. A larger meeting room with seating for 200 is recommended.

Audiences of over 100 attend children's special events and Friends of the Library events, which must be held at remote locations. Events in a new facility are certain to attract large audiences. These audiences must be accommodated in the new building.

A dedicated, child-friendly programming space for storytelling is essential in the new building. This space needs to be adjacent to the children's picture books collection and needs floor seating sufficient for 50 children and their parents.

5. Student Support

Expanded service to students and school age children is a major priority for the Library. This service needs to include several enclosed study spaces for small groups, each of which can accommodate up to 6 – 8 people, tutoring space for as many as 16 and space for a homework center. These spaces are in addition to the general open seating outlined above and acoustically separate.

6. Staff Workflow

The new Library will attract unprecedented levels of use by the community. It is likely that, by 2020, foot traffic will double from its current average of 700 to 1,500 visitors per day. Although circulation increases are difficult to predict, it is not unreasonable to anticipate a 25% to 75% surge in the number of items checked out.

Although some increases in staffing levels have been assumed in this study, it is a given that staff workflow operations are planned for maximum efficiency. Operations that are most affected are:

Checkout of materials. Increased reliance on self-checkout with four self-checkout units available.

Return and sorting of materials. Use of multiple return slots for self-sorting by patrons, a separate sorting and returns area with generous space for book truck marshalling.

Staff workroom layout. Designed for efficiency and staff productivity.

7. Parking

195 parking spaces are recommended. This represents 3 spaces per 1,000 square feet of building space. Each space is calculated at 400 square feet, to account for walkways, perimeters and other elements required within the parking area.

8. Overall Building Size

This report recommends an overall building of 65,621 gross square feet, on two levels. A facility of this size will offer the community a full spectrum of library services and represents 0.69 square feet per capita based on the anticipated population in 2020. This level is well placed within the overall space planning guideline for libraries and will serve the community well into the 21st Century.

The building includes 45,935 net assignable square feet in the building and includes the collections and shelving, public seating, computers, meeting rooms and programming space, staff work areas, services desks. It also includes an additional 30% for unassignable space. This includes the building's mechanical systems, electrical and telecommunications raceways and closets, storage spaces, restrooms for both public and staff, circulation space and other components of the building that are not assigned to any function.

Section II
General Design Considerations

A.　　Basic Concepts

The Camarillo Library must be open and welcoming to all segments of the community. It needs to be a place that all residents are comfortable using, a place that draws people of all ages, a place people will stay to enjoy the comfortable ambience. It needs to be zoned to allow simultaneous use by all types of users with different needs, different levels of activity and different expectations. It should offer a quiet haven for individual users and, at the same time, it should accommodate small groups of children or youth as well as adults who need to talk and work together.

The design of the library needs to reflect the community's aesthetic and cultural values and should be consistent with its setting. The facility should be designed to be environmentally self-sustaining. It must be functional, built to endure decades of constant use and architecturally sound, a destination point for community members of all ages and cultures.

Electronic technology will be a prominent feature of the facility. The design needs to incorporate computer workstations and other electronic devices comfortably throughout all spaces, both public and staff.

A flexible and modular design is a key element for both public and staff spaces. The library building must be designed to accommodate the collections, furniture and equipment in current demand as well as the collections and equipment of the future. Its space and layout must support the increasing amount of use anticipated over the next twenty years and beyond.

B.　　Exterior and Site Issues

1. Approach and public entrance to the building. The building's exterior must be clearly recognizable from all directions as a library. The public entrance and lobby must be designed to prevent cold drafts from intruding into the occupied spaces of the building. The interior of the library should be visible to those passing by and act as a magnet to draw visitors into the building.

2. Delivery and staff entrance. The Staff/Delivery Entrance needs to be adjacent to the receiving and deliveries area, well lighted and directly accessible from parking allocated for the use of library staff.

3. Exterior signage. A highly-visible, large-scale exterior sign with the name of the library needs to be located prominently outside the building, in keeping with the building's design and clearly visible to passersby both day and night. In addition, an exterior service hours sign is required that is easily changeable by library staff and easily readable by those approaching the building by vehicle. People passing by need to be able to see whether or not the Library is open without having to park their cars and walk to the entrance.

4. Exterior water and power access. Provide weather- and tamper-proof water and electrical power outlets on all major exterior sides of the building, including several outlets adjacent to the building's public and staff entrances, to facilitate maintenance and to support outdoor events sponsored by the library and the community. Provide recessed, locking hose bibs for the exterior of the building.

5. Landscaping. Provide low-maintenance, drought-tolerant/resistant plantings for the exterior, sloped away from the building. Avoid massed plantings or severe gradients that block windows or sight lines or that may become hiding areas. Integrate landscaping with the parking lot, walkways and traffic lanes. An underground sprinkler system with a computer-controlled timer is required.

Link the building's interior spaces to the site and to adjacent trees and landscaping through windows at grade and/or at the clerestory level. Provide a generous plaza area as part of the building entrance, to allow visitors to sit and stroll outside the library in a comfortable courtyard environment, with attractive landscaping.

6. Lighting. In the parking area, provide 0.2 foot minimum, measured horizontally at pavement level, and no more than a 20-to-1 maximum-to-minimum ratio. In pedestrian areas, light any steps, ramps, paths or doorways to ensure safety. Light sources should be high-density discharge, metal halide lamps, designed with vandal shields and controlled by photocells interfaced with the building's lighting control system. Exterior lighting needs to comply with any pertinent local ordinances.

7. Maintenance. Exterior building finishes must be durable, and not require frequent painting or staining. Finishes such as high quality masonry or stucco are preferable to wood. Vandal resistant finishes are essential. Application of a graffiti retardant coating to all appropriate exterior surfaces from grade to a height of at least 12 feet is highly desirable, as is the incorporation of features that deter skateboarding.

8. Materials return drops. The Library needs two sets of return slots at the public entrance for use by patrons who are returning books and AV materials, each with four return slots, placed horizontally at the appropriate height for drop-off. One set of return slots must be located along a main exterior path of travel, accessible 24 hours per day. A drive-through return that allows drop-off of materials on the driver's side of the vehicle is desirable, if this feature is feasible within the building design.

The other set of slots should be within the building, in the Lobby or the Circulation Desk area. Library staff must be able to clear the drops from inside the Library building. It is essential that both sets of return slots empty directly into the Sorting & Returns Area. These return drops must be within a code-compliant enclosure that meets local codes and ordinances and is impervious to vandalism.

9.   Parking and vehicular access.

Bicycle parking. Provide bicycle parking for up to twenty bicycles outside the public entrance. Ensure that the racks are visible from the lobby and are designed to meet current security standards for bicycles.

Automobile parking. Provide approximately 195 parking spaces for Library visitors (3:1,000 gross square feet of building). There must be an adequate number of properly

located and marked disabled access parking spaces, as required by code, and curb cuts and ramps must meet ADA requirements. Parking designated for Library staff needs to be located adjacent to the Staff/Deliveries entrance.

Service vehicles. Provide two parking spaces adjacent to the delivery entrance and loading area for Library system vehicles and other service vehicles. Ensure that deliveries can be loaded and unloaded on the level so that delivery personnel do not need to carry or lift shipments up or down stairs or steps.

Parking traffic patterns. Design the parking lot with clear entrance and exit patterns to avoid vehicular traffic congestion. Include several short-term parking spaces adjacent to the exterior materials return drops for patrons who are returning materials but do not plan to visit the library.

Passenger pick-up and drop-off. Provide a convenient, safe and sheltered area close to the public entrance where visitors may be picked up or dropped off. This area needs to be away from the main vehicular traffic lanes of the parking lot and should have a covered walkway to the public entrance.

10. Roof. The roofing system must be designed to last a minimum of 20 years, with a roof pitched to facilitate rain runoff.

Avoid mounting building systems equipment on the roof, if possible. If this is necessary, the equipment needs to be screened from view and access must avoid accidental damage to the roof membrane or any other building element located on the roof. Roof drainage must be diverted away from the building, walkways, parking lot and any outdoor plazas.

11. Safety and security. Ensure that public access areas, the Staff/Delivery Entrance and walkways outside the building are well lighted, level with the parking area, open to view, with a slip-resistant surface and oriented so that pedestrians may enter and exit the building without crossing vehicular traffic lanes. Visitors should be able to enter the building without climbing steps.

Avoid setbacks or exterior alcoves along the perimeter of the building that might become lurking areas. Slopes, if necessary, should be gradual. All exterior surfaces and areas should be designed to discourage skateboarding or roller-blading.

12. Trash receptacles and recycling. Locate space at the building exterior adjacent to, or easily accessible from, the delivery entrance for enclosed large-scale trash receptacles and recycling containers. Ensure that trash receptacles are screened from view, can be secured and do not offer access to the roof. These fixtures must also be easily accessible to garbage pickup trucks, with a level or ramped path of travel from the Staff/Delivery entrance.

C.   Interior Issues

1. Acoustics. The maintenance of appropriate noise levels and acoustical separation between the various parts of the library is essential. It is especially important to keep the intrusion of noise from nearby freeways to the absolute minimum. Use all available architectural and design techniques to achieve this goal and so that adults, youth and

children may use the facility simultaneously without disturbing each other. It is recommended that an acoustical consultant be retained by the architect to assist in appropriate design and finishes selection. Noise levels within the building must be in compliance with levels recommended for the "work/study" building category in the Encyclopedia of Acoustics (see *Appendix F: Planning Authorities Used and Sources Cited*).

Building systems. Consider the acoustical impact when specifying and locating new mechanical systems, lighting and plumbing fixtures for the building. Mechanical rooms and ductwork should be well insulated and acoustically baffled, if necessary.

2. Art work & display. If an amount is budgeted to acquire public art for the building, the design team should engage the community and staff in a collaborative effort during the design phase of the project to identify and initiate art projects that can be incorporated into the building's design. Avoid works of art that require floor space that could otherwise be used for library operations, that impinge on clear paths of travel or that require a significant maintenance effort or seismic bracing.

3. Building finishes. Use durable building finishes that will stand up to years of heavy use. Avoid surface treatments that require waxing, polishing, frequent repainting or refinishing or have special cleaning requirements. Select finishes that are washable and vandal resistant. Install corner guards at all appropriate locations in both public and staff work areas.

4. Clocks. Locate wall-mounted clocks in each major public area and in the staff work areas. A low maintenance, centrally controlled, electronic analog clock system is highly desirable.

5. Disabled Access and ADA compliance. The building must meet or exceed the guidelines set forth in the Americans with Disabilities Act (ADA). The design should consider these guidelines broadly, with the understanding that many people with temporary disabilities or with physical limitations that do not consider themselves disabled will use the library.

6. Drinking fountains. Public drinking fountains need to be located outside security, in the Lobby adjacent to the public restrooms.

7. Electrical power, cabling and distribution. Equip the building with a flexible, universal electrical and telecommunications distribution infrastructure that will support the library's current and future wiring and cabling needs. As a basic rule of thumb, size the wiring and cabling capacity to accommodate twice the number of computer workstations and peripheral devices that are planned for installation on opening day.

Over time, the library must be able to reconfigure the placement of electronic equipment throughout the public space of the building to meet changing service needs. In addition, members of the public need to be able to plug in a laptop computer or an equivalent electronic device at as many locations within the building as possible**.** Therefore, consider cellular deck or raised flooring (Walker Duct™, Flexspace Cablefloor™ or equivalent products) in selected areas of the building, particularly in areas that need the flexibility to add or relocate equipment and furniture that require wiring and cabling.

Electrical closets, conduit and raceways must be sized to house electrical and cabling needs for all building systems, including electrical power, fiber optic and coaxial cable, telecommunications, security and emergency wiring and any other systems required. Electrical power for the Library's computers and other electronic equipment must be "clean" to ensure a reliable level of power distribution.

Consider bidding the building's cabling system separately from the building construction project, timed so that cabling is specified within 12 to 18 months prior to opening day, to facilitate coordination between the cabling and the complement of equipment planned for opening day and to avoid possible obsolescence of equipment that may result from specifications developed too early in the project.

Wire management. Employ concealed wire management strategies at each workstation for the public and the staff and at each service desk. Allow easy access above or at the work surface to power and to library and external networks. Both the Library's permanent computers and patrons' laptops must be supported. There must be no exposed wiring on the floor or hanging from furniture. The data and power interface between the building and furniture must be easy to use, difficult to damage and tucked away from traffic. Conduit must be sized for at least category 5 universal twisted pair copper. Outlets need to be color coded for voice, data and other systems.

Provide electrical and data wiring and cabling in the facility's various meeting and training spaces (i.e., the Community Program Room, Homework Center, Literacy Tutor/Learner Resource Center, Conference Room and Technology Training Center) to support online interactive demonstrations and instruction, distance learning capability, video projection and sound reinforcement, including the use of assistive listening devices.

Data network. The library's data network requirements are extensive and will require standardized jacks and cabling support systems. The wiring must be color-coded, tamper-resistant, numbered and easily accessible by the staff, but not accessible to the public.

Telephones.

Public telephones. Locate a telephone for the public outside the building.

8. Energy Conservation. The design team must work with the library to plan a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible and will meet the provisions of Title 24, California's Energy Conservation Code.

Life cycle costs. Building design strategies for the building's orientation, energy management system, air distribution system, windows, lighting, building materials should be considered on the basis of their contribution toward lowering overall life-cycle costs of the building without reducing the functionality of the building as a library.

Solar design. The use of passive solar energy design in the building is encouraged, to the extent that is economically feasible, to introduce ambient natural light into selected areas of the building while winter heat loss and summer heat gain are minimized.

Energy conservation codes. All state and local energy conservation codes must be met.

Light Sensors. Consider timed light sensors in sporadically used spaces, such as private offices and conference rooms.

9. Flexibility, modularity & expandability of design. The building design should be open plan and modular with interior load bearing columns and a minimum of interior walls to maximize flexibility and openness. Over time, it must be possible to relocate the book stacks within the building as the Library's service needs evolve. Floor loading capacity, therefore, must be sufficient to support shelving for the collections at 150 lbs. per square foot throughout the public spaces.

Flexibility should be a prime consideration in the design of every aspect of the building, including lighting, heating and ventilating systems, electrical power distribution and cabling.

A rectangular configuration of space is highly desirable to allow for maximum efficiency and functionality in placement of shelving and furniture.

10. Floor coverings. Floor coverings should be both attractive and durable. Rolled carpet with a low narrow loop for low maintenance, with a life expectancy of a minimum of 15 years is preferred for most public and staff spaces. High quality, commercial grade, anti-static nylon carpet tile may also be considered, especially in high-use areas. Discuss the choice of floor coverings with the Library's maintenance staff prior to specifying any products.

Hard surface floor coverings, such as vinyl, non-slip tile or stone, as affordable, rather than carpet should be considered for the following areas. Non-skid finishes are required on hard surface flooring, especially in areas such as the lobby.

- Public Entrance/Lobby
- Community Program Room (partial – see space description 1.4)
- Restrooms
- Friends of the Library sorting space
- Circulation Desk & high circulation areas throughout the building
- Supplies & Equipment Storage
- Staff/Delivery Entrance
- Building Maintenance Area
- Custodial Storage
- Program Room & Staff Room Kitchens

11. Electronic workstations for the public. Electronic, computer-based resources are a basic and integral part of library service. The Library's collections are accessible through an online catalog. An expanding number of indexes and reference tools is available to the Library's users over the Internet. Internet access is available to both public and staff through PC workstations.

This aspect of library service is evolving rapidly. Services and technologies considered at the cutting edge one year are eclipsed regularly by newer, more powerful services

and technologies. The Library must have an electrical and data cabling distribution infrastructure that supports the placement of electronic workstations of many types throughout the building's spaces as technologies evolve.

In the public spaces of the building, individual workstations are required that can support whatever electronic devices are needed. These may be computer workstations that offer word processing software, PCs that offer access to specialized software via CD-ROM or an express check-out workstation. In addition, many of these units will have attached peripheral equipment, such as printers.

Because planning for this technology involves so many unknowns, the program includes space for generic workstations that can accommodate any of these equipment types, in the following categories:

• Stand up units, with either no printer or with a compact printer and a CPU that is mounted under the work surface. These workstations are intended for quick, specific searches of the Library's catalog rather than for extended browsing or research. Each unit is programmed at 16 square feet.

• Sit down units, for more extended use of the Library's online catalog, Internet searching or similar uses, at a computer workstation with a CPU mounted under the work surface. Printers will be networked and shared. Each unit in the open public space is programmed at 35 square feet. Units in the Technology Training Center are programmed at 40 square feet to allow additional space in the classroom environment.

All equipment must meet or exceed ADA guidelines, include sufficient clear horizontal work surface space for the user to take notes, operate a mouse or other cursor control device and otherwise effectively operate the equipment at the workstation.

The orientation of each unit must consider avoidance of screen glare, and must maintain a balance between visual surveillance from service desks to deter vandalism of the computers and a measure of privacy for the user.

Audiovisual systems. Each room used for meetings or training should have the ability to provide computer screen image projection, slide projection, video monitor display via AV cart with equipment, and cable TV reception. In addition, video conferencing and video projection from a ceiling mounted projector is desirable.

Public address system. There should be a public address system in the library so that the staff can make announcements to the public. The PA system will be used to announce the closing of the library as well as emergencies and should be a part of the building's telephone system. The PA system must be able to be heard in every part of the library including rest rooms, storage rooms, loading docks, custodial work spaces and staff offices. It must also have selective broadcast capability, to allow messages to be blocked from certain spaces, as needed, such as in the meeting rooms during programs.

12. Lighting. The Library's lighting quality is a prime design consideration. Lighting in the building must be uniform throughout each space, without glare or contrast. Indirect lighting in all spaces is preferred. Energy conservation requirements must be achieved while lighting levels and light quality is retained.

Lighting levels. Lighting levels should meet recommendations based on the *2000 Illuminating Engineering Society Handbook.* These recommendations are expressed as maintained levels; calculations should include appropriate light loss factors.

- Reading Areas: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate.

- Book Stacks: 6 foot-candles minimum at a height of 12" and 35 foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Place lighting over stacks parallel to stacks.

- Service Desks: 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare.

- Conference/study rooms: 30 – 40 foot-candles average, measured horizontally at desktop.

- Staff work area: 50 foot-candles average, on desks and work tables, measured horizontally at desktop.

- Meeting Rooms: 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot candles for notetaking during AV presentations. The notetaking lights should not spill into the projection screen.

Lighting fixtures. Lighting fixtures should be full spectrum and need to effectively control glare, through shielded parabolic louvers in downlights, uplighting and other techniques. Indirect lighting throughout the building is preferred.

Light sources. Light sources should be fluorescent for general use. Long fluorescent lamps should be T8 lamps in warm, medium or cool color, with a color-rendering index of 82, with T5 lamps specified whenever appropriate due to their increased energy efficiency. High-output T5 lamps should be considered for indirect lighting but not for down-lighting. Compact fluorescent lamps should have warm, medium or cool color similar to long fluorescent lamps. Use electronic ballasts whenever possible.

Consider incandescent lamps only for use in spaces where no other type of light source can meet the space's needs, due to small fixture size, easy dimming, precise beam control or for historical accuracy. For general use, avoid this type of light source due to life-cycle costs.

Minimize the number of different lamp types used, to simplify maintenance and economize on lamp stocking. Use standard lamp types. Avoid placing light fixtures in locations that are difficult to access or in locations that require special scaffolding for access

If task lighting is used in the public areas, ensure that it is durably constructed, affixed to the furniture, does not obstruct staff ability to monitor the space and is designed to spread the light evenly across the surface it illuminates.

Daylighting. Make use of daylighting when feasible to reduce energy costs, but not at the expense of the preservation of library materials or if glare is introduced into the building. Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

The introduction of ambient natural light is a serious consideration in ensuring that the building's interiors offer an aesthetically pleasing environment. This light should not be intrusive, however. Strategies such as clerestory windows or interior light wells will be preferable to skylights.

Lighting controls. All lights in the library, including task lighting, should be controlled by a programmable timer system that is flexible and can be manually overridden. Consider a master control station at or near the Staff/Delivery entrance, at a location to be worked out with the staff during the design phase. The light control switches and panels should be conveniently accessible to staff, but not accessible to the public. Carrel lights, table lamps and other task lights should be fed from circuits controlled by the lighting control system.

Circuit breakers and light switch panels should have permanent labels identifying the light circuit for each switch or breaker. Light switches in public areas should be kept at a minimum. All of these light controls should be conveniently located and many will need to be controlled by a rheostat so that the lights are dimmable. Use motion-activated lights in limited-use spaces such as conference rooms.

Emergency & exit lighting. An emergency lighting system must be incorporated into the lighting plan. Emergency lighting is especially important in those libraries that make extensive use of HID lights.

Emergency and exit lighting must meet any applicable state or local codes. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit and emergency warning system should include lights for the deaf. Emergency lighting should last at least one hour and direct staff and patrons to the exit(s). There must be a means of testing the emergency lighting without triggering security or fire alarms.

Lighting plan review. During design development, the City will require a lighting plan review once the furnishings and equipment layouts are completed.

This plan should show all ceiling and wall mounted fixtures as well as any task light fixtures that will be used. Each type of fixture should be identified on the plan, a catalog cut sheet showing a picture and the specifications for each fixture should be provided for review by the library planning team.

13. Maintenance. Design the building to require low maintenance, both inside and outside. This is a prime consideration for the selection of building materials, finishes and mechanical systems as well as the furnishings and equipment.

All spaces in the library must be easily cleaned and as impervious as possible to abuse. Avoid finishes that require frequent painting, polishing, waxing or the necessity to treat any surface. Design the building so that exterior windows can be cleaned and interior lights can be changed using hand equipment without scaffolding. All materials and products should be specified as standard sizes and colors for economical replacement. The same materials and products should be used throughout the building, to the extent possible.

Plan for trash receptacles in all public and staff spaces.

Surplus materials stock. The City requires extra stock of all materials used in the building, such as acoustical ceiling tiles, lamps and lighting fixtures, carpet, vinyl and ceramic tile. The construction documents need to specify the amount of extra stock for each item.

14. Mechanical & plumbing systems and building environmental controls.

Air distribution system and humidity & temperature criteria. The building needs an air distribution system that ensures good natural air circulation. Ventilation units need to be zoned according to use, room orientation, and hours of operation. Exhaust fans need to be provided for restrooms and kitchen areas. Electrical and telephone rooms need to be provided with air conditioning and with backup mechanical ventilation units, as needed. An energy efficient boiler is needed for all heating requirements.

Provide access for mechanical maintenance and repairs at the building's exterior. Mechanical areas for air handling units should be open and provide sufficient free area for proper air flow and maintenance. The area must be carefully located and treated to mitigate acoustical impacts on the surrounding environment.

Avoid locating mechanical equipment, ductwork or connections over shelving areas.

Design Conditions:

Outside	Indoor
Summer (ASHRAE 0.1% design day)	75 degrees F +/-2 degrees F
Winter (ASHRAE 0.2% design day)	70 degrees F +/-2 degrees F
Relative Humidity	50% +/-10% RH

Indoor air quality & energy conservation issues. Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. An analysis of energy life cycle costs is strongly recommended. Ensure that spaces in which equipment that emits significant airborne particles, such as photocopy machines, or generates odors, such as kitchen equipment, are vented directly to the outside.

Locate and orient windows and doors on the building perimeter, and specify window treatments, to minimize heat gain or loss within the building.

Maintenance issues. Specify mechanical systems equipment for the building with replacement parts available from a local supplier.

Rotating and reciprocating equipment should be isolated by means of noise and vibration isolation systems to prevent transmission of noise and vibration. Penetrations of acoustically rated partitions shall be sealed with acoustically rated sealant. Areas considered sensitive to noise need to be provided with acoustically treated ducts. Each plumbing fixture should be equipped with a separate shut-off valve and in a location conveniently accessible to Library and building maintenance staff.

Plumbing & restrooms. Restrooms must be easy for the public to find, designed for durability and resistance to vandalism. In general, single occupancy restrooms for the public should be avoided, with the exception of one family restroom for parents with small children in the Youth Services area and one family restroom for the physically disabled located in the lobby, adjacent to the main public restrooms.

Fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted. Floor and wall coverings should be a hard surface, such as tile, with the floor coved to a height of five feet. Each restroom must have a sloping floor drain and one hose bib.

Restrooms must be not only ADA compliant but also equipped with entry doors that enable people in wheelchairs to easily enter and leave the restrooms**.** Vandal-resistant materials and finishes throughout each restroom are a prime consideration.

Restrooms must be separately vented and acoustically separated from adjacent spaces. The public restrooms need an adjacent custodial closet with a mop sink and floor drain.

Restroom fixtures.

- Durable fixtures and partitions are desirable (e.g., Duraflex™).
- Each public restroom requires electric hand dryers and hand towel dispensers.
- Waste receptacles must be recessed and/or wall-mounted.
- Hand soap dispensers must be tamper-proof and mounted directly over sinks to prevent soap leaks and avoid water drips on the floor.
- These accessories should be wall- or counter-mounted, not imbedded within the sink itself.
- Each public restroom, both for women and for men, requires a baby changing counter as well as a purse/parcel shelf in each stall.
- Timed automatic shut-off of water flow.
- Low-flush toilets
- Mirrors need to be vandal resistant and scratch proof.

15. Openness and sight lines. The building must be able to operate efficiently. Staffed service points will be kept to a minimum and staff stationed at these locations must be able to monitor the maximum possible amount of public space from the service desks. Enclosed areas out of public view must be avoided. Non-public areas must be secure, so that the public cannot enter these areas undetected.

16. Safety and security. The building must be designed to ensure the safety and security of both public and staff. Public spaces must be well lighted with a minimum of

areas outside direct visual control by staff at service desks or away from regular paths of travel. Service points must be oriented to allow staff at each service point to see staff at the other service points. Public service spaces in separate rooms, such as the Group Study Rooms and Technology Training Center need large, unobstructed windows facing the public space to enable effective monitoring of activity within them by both Library staff and by the public.

Building safety. The building must have only one public entrance and exit point. Doors into staff spaces and controlled access public spaces must lock. The building design must avoid unauthorized access to the roof, upper windows or exterior ledges. Potential entry points, such as windows, doors and vents must be protected to prevent illegal entry.

A building intrusion security alarm is recommended, with a control point at the Staff/Delivery Entrance and a connection to a remote alarm monitored by a security dispatch service. The intrusion system needs to monitor all exterior windows and doors. During the design phase, the designers must collaborate with City and Library staff to appropriately specify this system, including consideration of motion detectors at key locations. A video surveillance cameras and monitoring system may be considered for more remote areas of the building.

The security system must accommodate separate use of the Community Program Room during hours that the library is closed.

Public & staff safety. The library should be planned with the safety of the public and staff in mind and designed to meet all state and local fire safety codes. Safety glass should be utilized where necessary and appropriate. Heavily used walking surfaces both outside and inside the Library should be made of non-skid materials that are durable and attractive. The design of the library's furniture and casework should avoid sharp corners, especially in the Children's Services area. The path of travel of fire and safety exits should not lead through staff workspaces.

Library materials security system. The building will be equipped with a 3M™ type or equivalent library materials security system that is compatible with express check-out equipment and does not require staff to bypass the security sensor in each item as it is checked out. Customers will be able to carry the deactivated material they have checked out through the security system portal. If the material carried out has not been deactivated, an audible alarm will sound.

The security portals need to be located adjacent to the Circulation Desk, oriented so that the public can exit only through the gates. Layout of this system needs to be carefully coordinated with library staff and vendor technical staff during the design phase to ensure that desired security levels are achieved and that lateral clearances are maintained between the portals and nearby electronic equipment to avoid interference with Circulation operations.

17. Service desks. The Library's service desks will be prime points of contact between staff and public. Each must be visually prominent, welcoming and spacious. The amount of space allocated for each staffing position at each desk is 60 square feet. This space includes the position's furniture and equipment, space for the staff member to sit or stand and the space for the public to sit or stand as they interact with the staff member.

The Circulation Desk will have three staff positions, one at stand-up counter height (approximately 39" high) and two at sit-down desk height (approximately 29" high).

The other service points in the building will be the two-person Children's Desk on the first floor and the three-person Information Desk on the second floor. See the space descriptions 2.1, 4.1 and 6.1 for more information. Each desk must be oriented so that staff at the desk faces patrons as they approach the desk for service, with generous queuing space for the public.

Each desk must be equipped with:

- Counter tops of a durable, vandal-resistant, easily cleaned material.
- A "purse shelf" at the public side of the counter, at least 4" deep, for patrons to place belongings while they transact business.
- "Toe space" at the foot of the desk, at least 4" deep, to accommodate comfortable standing room for patrons while they face the desk.
- Concealed wire management for all equipment placed on the desk counter or within the desk.
- Shields at the rear of each computer workstation to conceal exposed wiring.
- Box and pencil drawers, pigeonholes, kneeholes and other features at each staffing point, to be decided during the design phase of the project in collaboration with staff.
- Floor cushioning on the staff side of the desk, level with the surrounding floor.
- Counter depth of approximately 30" to accommodate computer terminals, keyboards and printers with an allowance so staff can achieve an ergonomic position at each service point.
- Storage space behind the counter and to the side of each staff kneehole to house computer equipment.

Each desk must be designed to discourage the public from entering the space behind the desk counter. Staff at the desk, however, needs to be able to move quickly and efficiently from behind the desk into the public area. Large-scale signage, visible from a distance, will identify each service point.

Correct ergonomic design is a prime consideration. Each staffing point must adhere to appropriate ergonomic design standards. Actual dimensions and specifications for each desk must be determined after detailed discussion with library staff during the design phase of the project.

16. Shelving. Shelving to house the library's collections, unless otherwise stated, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Epoxy powder finish is preferred over enamel coatings.

Shelving uprights will be standard heights of 84" (maximum of 5 shelves and a base shelf), 72" (maximum of 4 shelves and a base shelf), 66" (maximum of 4 shelves and a base shelf) or 45" (maximum of 2 shelves and a base shelf). Any exceptions to these heights are noted in the program.

Standard shelf depth will be 8" and 10" and bases 12" deep. Variations from this depth are noted in the program. Reference shelving and picture book shelving, for example, will be 12" deep with a corresponding increase in the width of the base.

The total amount of shelving programmed, as outlined in *Appendix C: Camarillo Library Collection Space Needs*, is intended to house the collection at the size it is expected to reach in the year 2020.

Main aisle widths in public spaces should be 60", with 42" aisle widths between standard stack ranges and 48" to aisles for high-use collections such as compact discs. In staff access spaces, 36" to 42" aisles will be sufficient. Changes in code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6 to 8 sections each are preferred. A transverse aisle break of a minimum 44" to 60" to separate ganged sections is strongly recommended. Ranges should be laid out in clusters that are logical to the first-time user, so that a systematic stack range numbering system can be employed, to allow a logical arrangement of the collection. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

Shelving at 45" and 66" heights, other than picture book shelving, will require canopy tops. Picture book shelving will have a sloping display shelf at the top of each section. 84" and 72" high shelving will require canopies only if located in areas of the building in which they can be viewed from above. All public area shelving will require stack end panels with label holders at each end, kick plates and top plates, with slat wall attached to stack ends throughout the collection to allow staff to display books. All specialty shelving and shelving accessories must be integrated with the overall shelving system

Shelving must be welded-frame and internally braced, with gussetted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the open spaces of the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Book ends or shelf dividers must accommodate various sizes of materials and must be able to slide easily when shelves are being rearranged. Book ends or stops will be specified later in the project, along with the shelving. Shelves must have a rear edge back stop to prevent items from falling behind the shelf. Library staff will specify the location of tilt-up shelves, as required.

The shelving types programmed for the building are:

Code	Height	Maximum	Shelves/sect	Purpose
A	84"	6		Adult Fiction & Nonfiction, Reference
B	72"	5		Large Print, New Books
C	66"	5		Children's books, books on tape
D	72"	5	Slanted	magazine display
E	72"	6	Zigzag or display	paperback display
F	45"	3		Reference books
G	72"	5	shallow shelves	Videos, DVDs
H	66"	5	4 browse bins	Compact discs
I	66"	5		Children's magazine display
J	72"	6	w plexiglas inserts	newspaper display
K	66"	5		Children's compact discs
L	66"	3	3 shelves max	Children's AV kits
M	45"	3	with slanted top	Picture books

See each space's description as well as the chart *in Appendix C: Camarillo Library Collection Space Needs* for the exact amount and location of each type.

Shelving specifications must include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, type of bracing, vendor responsibility for inspection of shipments, installation, etc. and the length of time price quotes remain valid.

19.   Signage. Major directional and identification signs, such as signs used to identify service desks, need to be highly visible from the direction of most frequent approach, at least 10' clear from the bottom edge of the sign to the floor and vandal resistant. Major signs must be large enough to be read from the entrance to the Library's public space.
NOTE: Shall we require bilingual signs in some instances? It would be a good idea with the service to Spanish speakers a high priority

The sign system must be designed in coordination with the interior design of the building, integrated with the space planning, the reflected ceiling plans and the lighting plan. The signs should not be separately developed and inserted into the design as an afterthought.

Signs must be easy to move and change as the Library's interior spaces shift over time. Where appropriate, signage should be specified so that Library staff can modify and reinstall signs to reflect changes in layout of the collections and services.

20. Staff workstations & offices. Staff workstations will be dimensioned and equipped in accordance with each staff position's functions and tasks. The City Librarian and Circulation Supervisor will be assigned private offices. Full time staff and other staff with ongoing responsibilities that require a desk, continuous access to a computer terminal or other equipment, will be allocated an office systems module workstation.

Other staff may be allocated an open workstation or a simple work table or counter. Some workstations may be made available for common use, housing equipment that more than one staff member uses.

The standard office system workstation module will be approximately 7' long by 7' wide (approximately 50 square feet), with an L-shaped horizontal work surface and data, electrical and voice outlets at counter height.

The modules need to be ganged together to take advantage of concealed wire management within their central structural spine. Each module needs to accommodate a telephone handset, computer, keyboard, mouse pad and printer, needs to be equipped with task lighting, box and pencil drawers, 1 to 2 mobile pedestals, an ergonomic task chair, with or without arms, tackable, acoustically cushioned partitions and an overhead shelf.

21. Storage. The Library requires several types of storage space, including space for storage of building maintenance items, extra stock of shelving and other furniture or equipment, custodial supplies and equipment, programming and Meeting Room furniture, props and supplies. Specific information about these spaces is found in the descriptions of the staff work areas, Meeting Room storage, custodial storage and building maintenance area.

22. Wall coverings. Durability and appropriateness to the space are prime concerns. Any painted surfaced should use high quality, standard color paint from a major manufacturer. Painted walls should be avoided in high traffic areas, such as the Public Entrance/Lobby. Avoid fabric wall coverings except where tackable wall surfaces are specified.

1.41 STORAGE

1.4 COMMUNITY PROGRAM ROOM

1.1 ENTRANCE LOBBY/ PLAZA

1.3 LIBRARY CAFÉ

1.21 FRIENDS SORTING/ STORAGE

1.2 FRIENDS BOOK SALE

EXTERIOR BOOK DROP

2.2 SORTING & RETURNS

5.11 STAFF & DELIVERY ENTRANCE

5.13 BLDG. MAINT. STORAGE

5.12 CUSTODIAL SUPPLIES

5.5 CONF. ROOM

5.7 LIB. SUPPLIES & EQUIP. STORAGE

1.5 PUBLIC RESTROOMS

2.1 CIRC. DESK AREA

BOOK DROP

5.3 STAFF WORK AREA

5.4 LITERACY PROGRAM OFFICE

5.6 VOLUNTEERS WORK AREA

VERTICAL CIRCULATION

SEE SECOND FLOOR

5.1 CITY LIBRARIAN'S OFFICE

5.2 CIRC. SUPRV. OFFICE

5.8 TELECOM ROOM

4.11 STORYTELLING AREA

4.12 CHILDREN'S PROGRAMMING SUPPLIES

4.8 CHILDREN'S AV

3.8 COPY ROOM

5.10 STAFF RESTROOMS

5.9 STAFF BREAK ROOM

4.10 CHILDREN'S PICTURE BOOK

4.4 CHILDREN'S COMPUTERS

3.1 ADULT COMPUTERS

4.13 PARENT COLLECTION

4.2 CHILDREN'S REFERENCE

4.1 CHILDREN'S SERVICE DESK

4.3 HOMEWORK CENTER

3.4 AV MEDIA

3.6 YA AREA

3.2 CIRCULATING FICTION & PAPERBACK

3.5 INTERNATIONAL LANGUAGE COLLECTION

4.14 FAMILY RESTROOM

4.6 CHILDREN'S MAGAZINES

3.9 STUDY ROOM A

4.7 CHILDREN'S CIRCULATING BOOKS

4.5 CHILDREN'S NEW BOOKS PB'S & DISPLAY AREA

3.10 STUDY ROOM B

3.3 LARGE PRINT BOOKS

3.7 LITERACY TUTOR/ LEARNER RESOURCE CENTER

4.9 CHILDREN'S INTERNATIONAL LANGUAGE

FIRST FLOOR ADJACENCY DIAGRAM
NOTE: SPACE NOT DRAWN TO SCALE

VERTICAL CIRCULATION

6.13 SECOND FLOOR PUBLIC RESTROOMS

6.7 SECOND FLOOR PUBLIC COPIER

6.15 SECOND FLOOR STAFF RESTROOM

6.14 SECOND FLOOR STAFF WORK AREA

6.1 REFERENCE SERVICE DESK

6.16 SECOND FLOOR CUSTODIAL CLOSET & SUPPLIES

6.5 CIRCULATING NONFICTION BOOKS & VIDEOS

6.12 TECHNOLOGY TRAINING AREA

6.4 ADULT COMPUTERS

6.2 REFERENCE COLLECTION

6.8 QUIET STUDY

6.3 CAMARILLO HISTORY

6.6 MAGAZINES & NEWSPAPERS

6.9 SECOND FLOOR GROUP STUDY ROOM C

6.10 SECOND FLOOR GROUP STUDY ROOM D

6.11 SECOND FLOOR GROUP STUDY ROOM E

SECOND FLOOR ADJACENCY DIAGRAM
NOTE: SPACE NOT DRAWN TO SCALE

Section IV
Facility Space Requirements Summary

FLOOR			SPACE	SQ FEET	
1	1.1		Entrance Lobby / Plaza	275	
1	1.2		Friends Book Sale	1,400	
1	1.21		Friends Sorting & Storage	700	
1	1.3		Library Café	357	
1	1.4		Community Program Room	3,175	
1	1.41		Community Program Room Storage	300	
1	1.5		First Floor Public Restrooms	in GSF	6,207
1	2.1		Circulation Desk Area	714	
1	2.2		Sorting & Returns / Deliveries	634	
1	2.3		New Books & Videos/Rental Collection	354	1,702
1	3.1		Adult Computers	158	
1	3.2		Circulating Fiction & Paperbacks	4,061	
1	3.3		Large Print Books	1,036	
1	3.4		Audiovisual Media	1,024	
1	3.5		International Languages Collection	754	
1	3.6		Young Adults Area	1,019	
1	3.7		Literacy Tutor/Learner Resource Area	583	
1	3.8		First Floor Public Copiers	144	
1	3.9		First Floor Group Study Room A	150	
1	3.10		First Floor Group Study Room B	150	9,079
1	4.1		Children's Service Desk	165	
1	4.2		Children's Reference Collection	408	
1	4.3		Homework Center	924	
1	4.4		Children's Computers	456	
1	4.5		Children's New Books, PBs & Display Area	250	
1	4.6		Children's Magazines	220	
1	4.7		Children's Circulating Books	3,201	
1	4.8		Children's Audiovisual Media	495	
1	4.9		Children's International Languages	257	
1	4.10		Children's Picture Books	2,936	
1	4.11		Storytelling Area	632	
1	4.12		Children's Programming Supplies	120	
1	4.13		Parents Collection	195	
1	4.14		Family Restroom	in GSF	10,259
1	5.1		City Librarian's Office	150	
1	5.2		Circulation Supervisor's Office	150	
1	5.3		Staff Work Area	906	
1	5.4		Literacy Program Office	150	
1	5.5		Conference Room	500	
1	5.6		Volunteers Work Area	80	
1	5.7		Library Supplies & Equipment Storage	143	
1	5.8		Telecom Room	200	

1	5.9	Staff Break Room	489	
1	5.10	Staff Restrooms	in GSF	
1	5.11	Staff & Deliveries Entrance	172	
1	5.12	Custodial Supplies	80	
1	5.13	Building Maintenance Storage	100	3,120
2	6.1	Reference Service Desk	228	
2	6.2	Reference Collection	2,839	
2	6.3	Camarillo History	476	
2	6.4	Adult Computers	538	
2	6.5	Circulating Nonfiction Books & Videos	7,197	
2	6.6	Magazines & Newspapers	2,115	
2	6.7	Second Floor Public Copiers	144	
2	6.8	Quiet Study Area	500	
2	6.9	Second Floor Group Study Room C	150	
2	6.10	Second Floor Group Study Room D	150	
2	6.11	Second Floor Group Study Room E	150	
2	6.12	Technology Training Area	324	
2	6.13	Second Floor Public Restrooms	in GSF	
2	6.14	Second Floor Staff Work Area	681	
2	6.15	Second Floor Staff Restroom	in GSF	
2	6.16	Second Floor Custodial Closet and Supplies	25	15,517
		Net Assignable Square Feet	45,884	
		Gross Square Feet @ 70% Efficiency	65,549	
		First Floor GSF:	43,381	66%
		Second Floor GSF:	22,167	34%

Section V
Space Descriptions

Introduction

The following section contains a description of each functional space within the library. The *net assignable square footage* allocated to each space can be found at the upper right corner of each space sheet. The *functional activities* that will take place in each space are described in the text. Whenever appropriate, comments are included in the text that relate to *fenestration, space finishes, acoustics, environmental conditions, flexibility and expandability, illumination, power, data and AV communications, security, signage and visual supervision*. These requirements and recommendations are also described in the program's Section II, General Design Considerations.

Specific requirements regarding *occupancy*, adjacencies (*spatial relationships*), *types and sizes of collections* and a *listing of required furniture and equipment* are listed on each sheet. In addition, each part of the collection is detailed in the Collections and Shelving Needs appendix of the program.

Terms and phrases italicized above are the elements called out as required in the Library construction bond regulations, p. 70.

1.1   Entrance Lobby/Plaza   175 sq. ft.

Every day, between 1,000 and 2,000 visitors will visit the Library. The public entrance will be the single point of entry into the facility. It must be inviting and spacious, with generous circulation space both outside and inside the lobby. The entrance should be outfitted with automatic sliding or similar doors that allow easy access to people of all ages. The lobby should be large enough to accommodate visitors who are entering and leaving the library's public access spaces, as well as the refreshment area, public restrooms and the Community Program Room.

Four wall-mounted return slots for books and audiovisual materials will be located within or adjacent to the lobby, outside the security point and visible from the Circulation Desk, to allow patrons to drop off materials as they enter the building. Four additional return slots will be located on the exterior of the building, accessible even when the building is closed. All return slots must empty directly into the Sorting & Returns Area.

The lobby must be large enough to enable incoming visitors to orient themselves to the direction they wish to go as they walk through the lobby space. The public restrooms and Community Program Room need to be independent of the library's other spaces and outside the materials theft security system, so that these areas can be used without compromising library security even when the library is closed.

The lobby floor should be a hard surface and the distance between the door and the security point far enough that debris carried in on visitors' feet is knocked off as they walk through the lobby. Inset floor grates or floor mats are needed at the entrance to facilitate dirt and mud removal as people enter the building.

One pair of material theft security gates (one incoming and one outgoing gate) is needed at the inner edge of the lobby space, adjacent to the Circulation Desk, with easy access for staff at that desk to meet and intercept patrons who have set off the alarm as they exit. These should be 3M™ type gates, without barrier arms that move or horizontal cross pieces.

Glass-enclosed display cases and a well-lighted, secure exhibit gallery space in one section of the area are highly desirable as showcases for exhibits of local artists' work and rotating exhibits on community interest. A display unit with cabinets below is needed for posting announcements of upcoming community events, display of community newspapers and publications, bus schedules and similar giveaway items.

A public telephone should be located outside the building. The entrance needs a covered area to protect visitors from inclement weather as they enter and exit the building.

As they enter the Library from the lobby, visitors need to be able to see the Circulation Desk, the express checkout machines, the new book browsing area and the entrance to the refreshment area and the children's service areas.

1.1   Entrance Lobby/Plaza, continued

Occupancy: 8 - 24

Adjacencies: 1.2   Friends Book Sale
                    1.3   Library Cafe
                    1.4   Community Program Room
                    1.5   Public Restrooms

Sight lines to: 2.1   Circulation Desk Area

Components:

	Square Feet Needed:	
Community information display unit, 6' x 4, with		
bulletin board, slotted brochure racks & storage	25	
Benches & casual seating	150	
Circulation space	in GSF	
Total		175

1.2	Friends Book Sale	209 sq. ft.
1.21	Friends Book Sorting and Storage	2,199 sq. ft.

The Friends of the Library will operate an ongoing book sale on site at the new facility to raise funds to support the Library. The sale books need to in a highly visible, open access location along the main path of travel at the entrance. The space needs to resemble a small, well-appointed book store, with display and merchandising shelving, located separately from the Library's collections so that book sale customers will recognize that these are not library books. The book sale will be staffed by Friends volunteers, who will manage a sales counter within the space.

This will also be the book donation drop-off point and therefore needs open space in which the Friends can unpack and sort new material. A separate entrance to this space from the exterior of the building, to facilitate book donation drop-offs away from the Public Entrance, is highly desirable

A wall-hung, tackable announcement board, approximately 4' w x 3'h, needs to be mounted adjacent to the shelving to allow the Friends to advertise upcoming events sponsored by their organization. A supply cabinet, worktable and desk need to be placed comfortably within the sorting space area. This space needs to be enclosed for security.

Occupancy: Book Sale Area   4 - 8
                             Donations Sorting 2 - 6

Adjacencies: 1.1   Entrance Lobby/Plaza
                             Direct entrance from exterior

Components:

Book Sale Area:

	Square Feet Needed:	
Shelving, display, 72", 10 sections @ 12 sf each	120	
Announcement board, wall mounted, 5'x4'	15	
Sales counter with cash register	50	
Display kiosk	24	
Total		209

1.2/1.21 Friends Book Sale and Donations Sorting, continued

Book Donations Sorting Area:

	Square Feet Needed:	
Workstation, modular, 8'x8', for booksale coordinator	77	
Work counters for sorting, 4 @ 48 sf ea	192	
Sorting space with wall-mounted shelving	1,500	
Book storage space	430	
Total		2,199

1.3   Library Café   357 sq. ft.

A casual food and drink concession will be located near to the entrance, for visitors who wish to enjoy a cup of coffee or light refreshments while they browse the new books or as they study. The seating will be at café tables in the entrance plaza or an adjoining outdoor courtyard, if the building design makes such a feature is feasible.

The Café will be run as a private concession, an amenity tied to the cluster of services that are closest to the Library's entrance and lobby. Library policy will govern the extent of interior space in which visitors may eat and drink.

Occupancy: 4 – 8 public; 1 – 2 servers at counter

Adjacencies: 1.1 Entrance Lobby/Plaza

Components:

	Square Feet Needed:	
Sales counter with cash register	50	
Food prep space	100	
Refrigeration units, self-service x 2	32	
Circulation space	175	
Total		357

1.4   Community Program Room   3,175 sq. ft.

The Library will be a major gathering place for educational and cultural programs open to the community. The Community Program Room needs to accommodate audiences of up to 200 people when chairs are arranged auditorium-style. Movable wall partitions are required to enable the space to be divided into two smaller rooms of equal space. Both spaces must be directly accessible from the main Meeting Room entry doors when the partitions are in place. The Meeting Room will be a prominent part of the Library's public face. The entrance to the Meeting Room needs to be directly off the Lobby, on the building's main level.

The room needs to be equipped with adjustable lighting levels, ceiling-hung video projection and assistive listening device capability and should be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming and interactive demonstrations of online or Internet resources. The public entrance to the room should be located so that participants may enter and leave the Room through the lobby, outside security, while the library is closed.

The room needs a movable podium, a ceiling-mounted projection screen, chair rails around the perimeter, tackable wall surfaces and corner guards throughout the space. The space needs to provide good line of sight for all program attendees with no columns or other obstructions that would limit visibility from any part of the room.

An adjacent, enclosable refreshment preparation area is required, with a commercial grade sink that is deep enough to accommodate filling a 30-cup coffee urn, a microwave oven, work counter and lockable cabinets above and below.

The floor should be carpeted in all areas except the area closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served. A lockable, adjacent storage room is required. Some adjacency to the Children's Services public space is desirable, to allow groups of children visiting the library to attend programs in this space without moving through the rest of the library's public spaces.

Occupancy: 200

Adjacencies: 1.1   Entrance Lobby/Plaza
                    1.41   Storage
                    1.5   Public Restrooms

Seating: 200 stacking chairs

1.4   Community Program Room, continued

Components:

	Square Feet Needed:	
stacking chairs, 200, @ 15 sf each	3,000	
tables, folding, 6' x 2', 30	n.a.	
kitchen/refreshment prep area	150	
movable podium/speaker space	25	
Total		3,175

1.41   Community Program Room Storage   300 sq. ft.

Storage for chairs, on stacking dollies, folding tables and audiovisual equipment controls associated with the Community Program Room.

This space must be lockable, with hard floor coverings. Double doors and immediate access to the Community Program Room are required.

Occupancy: none

Adjacencies: 1.4   Community Program Room

Components:

	Square Feet Needed:	
storage space for stacking chairs on dollies & folding tables	280	
eqpt racks for mtg room AV, 2 racks @ 10 sf ea	20	
Total		300

1.5 First Floor Public Restrooms   in GSF

Locate the public restrooms adjacent to the Public Entrance/Lobby and the Community Program Room. Each restroom needs to meet local code requirements for quantity of fixtures and stalls. Avoid single-use public restrooms, except for the Family Restroom in the Children's area.

Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Fixtures should be wall- or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install hand dryers as well as hand towel dispensers, a baby changing counter in both men's and women's restroom, parcel/purse shelves or baskets in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Occupancy: meet or exceed local code requirements

Adjacencies: 1.1 Entrance Lobby/Plaza
                        1.4 Community Program Room

See also *General Design Considerations: Restrooms*.

2.1   Circulation Desk Area/Express Checkout & Reserves   714 sq. ft.

The Library will have three staffed service points: the Circulation Desk, the Reference Desk on the second floor and the Children's Services Desk. The Circulation Desk will be the service point that is closest to the public entrance. It needs to be highly visible, an obvious place for incoming visitors to seek help.

The Library's Express Checkout units will be directly adjacent to this desk in the Express Checkout area. A kiosk built into the desk will display Library handouts and brochures, library card applications and maps of the building layout.

The desk will be staffed at all times the Library is open. It needs three staff positions (one stand-up and two sit-down), with lateral counter surface eight feet for each position. Equipment at each staff position will include an online workstation, receipt printer, 1 to 2 theft system desensitizers, a telephone handset and slotted storage for manuals and brochures. Space for a cash register centrally located behind the desk is required.

Staff at this desk will answer directional questions, help orient visitors to the library, issue library cards, accept payment of fines for lost and overdue materials, monitor the theft security gates, check out materials for patrons who do not wish to use the Express Checkout machines, explain Library policies and procedures regarding circulation and service hours and provide other assistance, as needed. Space for four Express Checkout units will be nearby and in plain view for patrons to check out their own materials. Materials return drop slots will be located in the lobby, close to the Circulation Desk, and outside the building entrance, emptying directly into the Sorting & Returns Area. Most check-in and processing of returned material will occur in that space, away from the Circulation Desk.

Activity here will often be brisk and sometimes noisy. The space will need generous circulation space on both the staff and public sides of the service desk, with queuing space for up to ten people, as well as acoustical buffering. Staff needs to be able to move quickly and easily between the service counter, the theft security gates and the adjacent staff work areas. The staff here must also have a clear sight line into the lobby and to the Children's Desk. The public, however, should not be able to look directly into the Staff Workroom.

The desk must be designed with ergonomic and disabled access principles in mind and must meet the specifications outlined in this report's *General Design Considerations*: *Service Desks*. The desk counter height needs to accommodate patrons or staff in a wheelchair and to allow staff to assist patrons who are filling out forms or handling lengthy transactions.
.
Four "Express Checkout" machines will be located adjacent to the Entrance and the Circulation Desk to allow visitors to check out their materials themselves. These machines are similar to bank ATM machines and will be used by many patrons. The machines should be placed in an attractive, prominent area with generous circulation space, close to the Circulation Desk. Each machine needs to be installed in a wall-mounted kiosk, with some separation to give patrons a sense of privacy as they transact their business.

Each machine needs an amount of clear work surface on both sides, approximately 1.5'
wide x 2' deep on each side, to allow books, purses, other belongings and small children
to be set down while the machine is used.

Queuing space for the machines and the Circulation Desk should be combined with
space for up to twelve people waiting in line. Shelving for reserved materials on six
sections of 72" high shelving needs to be located adjacent to the Express Checkout
machines, in plain sight of visitors approaching the space.

Occupancy: 3 – 4 staff; 8 – 20 public

Adjacencies: 1.1 Entrance Lobby/Plaza
         1.2 Friends Book Sale
         2.2 Sorting & Returns/Deliveries
         5.3 First Floor Staff Work Area

Sight lines to: Stairs/Elevator to Second Floor
         1.5 Public Restrooms
         3.1 Adult Computers
         3.2 Circulating Fiction & Paperbacks
         3.6 Young Adults Area

Components:

	Square Feet Needed:	
Service counter with 3 staff positions @ 60 sf ea	180	
Express checkout machines, 4 @ 45 sf ea	180	
Info service point with 1 staff position @ 60 sf	60	
Theft security barriers, 2 pair	48	
Shelving for books on hold, 6 sections	72	
Queuing space for up to 12 people	120	
Freestanding kiosk for Library handouts	24	
table, small, for library card applications w 2 chairs	30	
Total		714

2.2   Sorting & Returns/Deliveries   634 sq. ft.

Library customers will return their materials to the Library via return drops located in the lobby and along the building exterior. These return drops need to empty directly into the Sorting & Returns Area. A total of eight return slots will empty into the space, four from the lobby and four from the exterior. A depressible book bin will be placed under each slot (dimensions approximately 2' x 2' x 2'). Several additional bins will be placed close to this location, to be moved into position as bins are filled. The area in which the return slots are located must be enclosable and fire-rated to secure the building against vandalism.

Staff in this area will discharge the returned items and place them on book trucks for reshelving. The area needs to be enclosed from the public space and adjacent to the Circulation Desk. The return slot area needs to be designed to prevent the noise of materials dropped through the slots from intruding into either the public or the staff spaces.

The sorting area needs to accommodate up to 20 book trucks at a time. Three workstations will be located near the return slot openings, with an online terminal, desensitizers and other small equipment required for the check-in process. The workstations should be simple worktables with an adjustable height surface since several staff will share the workstation over the course of each day.

Staff will continually move full trucks out of the space and bring empty trucks into the space. There must be sufficient space to maneuver these trucks as well as to park them. The space must be equipped with corner and wall guards to protect them from the constant impact of trucks and bins. There should be no door between this space and adjoining spaces to make book truck movement easy. Staff working in this area will move materials to and from the Deliveries Entrance and Receiving and Deliveries Area constantly. Close adjacency to these spaces is essential.

Occupancy: 2 - 6 staff

Adjacencies: 2.1   Circulation Desk
                    5.3   First Floor Staff Work Area
                    5.11   Staff/Deliveries Entrance
Components:

	Square Feet Needed:	
Modular workstations, 6'x6', for check-in, 3 @ 40 sf	120	
Book truck parking for 20 trucks @ 9 sf ea	180	
Interior materials return slots, 4 @ 20 sf ea	80	
Exterior materials return slots, 4 @ 20 sf ea	80	
Extra return bin parking, 6 @ 16 sf ea	96	
Shelving, 3 sections @ 10 sf ea	30	
Mail sorting counter & mail slots	24	
Stacking space for delivery bins, 4 stacks @ 6 sf ea	24	
Total		634

2.3   New Books & Videos/Rental Collection   354 sq. ft.

This space needs to be visible from the entrance. It is intended to be a major magnet and center of activity. Patrons will stop by frequently to see which new books and videos are available. The space needs to draw visitors in and allow them to wander comfortably among the display units to browse through display shelves of new and popular materials. Browsing collections of new circulating fiction and nonfiction books, murder mysteries, science fiction, large type books and other high interest items will also be located here, with many of the books and videos displayed face-out.

The Library's audiovisual collection will be located near to this area. Often, visitors will visit these areas of the Library exclusively. They should be considered complementary spaces, both outfitted as high-quality merchandising spaces.

A pair of stand-up computers to check the Library's online catalog and two comfortable armchairs will be located within the space for the convenience of browsers.

Occupancy: 6 - 12

Adjacencies: 3.4   Audiovisual Media

Sight lines from: 1.1   Entrance Lobby/Plaza
                    2.1   Circulation Desk Area

Components:

	Square Feet Needed:	
Shelving, 72", 14 sections, for new books	208	
Shelving, 72", 3 sections, for new videos	42	
Lounge chairs, 2 @ 36 sf ea	72	
Computers, stand up, 2 @ 16 sf ea	32	
Total		354

3.1   First Floor Computers   158 sq. ft.

This area will contain a bank of public access computer workstations, four at stand-up workstations and 2 at sit-down workstations, all offering access to the online catalog and some offering Internet access. The units are grouped together for visibility by the public and placed in proximity to the Circulation Desk to allow staff to quickly help patrons at the machines. Two networked printers on a low supply cabinet need to be accommodated within the space.

During the design phase, the Library staff needs to be consulted regarding exact placement of the computers. The specifications for each workstation are defined in this report's *General Design Considerations: Electronic Work Stations for the Public*. Special attention should be paid to flexible, secure, discreet wire management that is easily accessible to library staff, acoustical shielding from the rest of the public space, avoidance of screen glare and a degree of privacy for each user.

Occupancy: 4 - 8

Adjacencies: 3.2   Circulating Fiction & Paperbacks

Sight lines to: 2.1   Circulation Desk

Components:

	Square Feet Needed:	
Computers, stand up, 4 @ 16 sf ea	64	
Computers, sit down, 2 @ 35 sf ea	70	
Printer, networked, 2 @ 12 sf ea	24	
Total		158

3.2   Circulating Fiction & Paperbacks   4,061 sq. ft.

Hardback and paperback works of fiction will be shelved here, on 84" and 72" high shelving. Display shelving and slat-wall stack ends will be used in this area to allow spot highlighting of the collection and maximize the space's display and merchandising potential.   The various parts of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Seating at 4-place and 2-place tables as well as lounge chairs will be distributed throughout the space.

Two stand-up and two sit-down public access computers will be located at the ends of stack ranges, in highly visible locations for the convenience of patrons looking for books in this area.

Occupancy: 10 - 30

Adjacencies: 3.1   Adult Computers
                      3.3   Large Print Books
                      3.4   Audiovisual Media
                      3.5   International Language Collection
                      3.6   Young Adults Area
                      3.7   Literacy Tutor Learning Resource Area
                      3.8   First Floor Public Copiers
                      3.9   Study Room A
                      3.10   Study Room B

Sight lines to: 1.1   Entrance Lobby/Plaza

Components:

	Square Feet Needed:	
Shelving, 84", 233 sections of fiction @ 12 sf ea	2,800	
Shelving, 72" display, 14 sections of paperbks @ 12 sf	243	
Seating, 4-pl tables, 4 @ 100 sf ea	400	
Seating, 2-pl tables, 6 @ 50 sf ea	300	
Lounge chairs, 6 @ 36 sf ea	216	
Computers, stand up, 2 @ 16 sf ea	32	
Computers, sit down, 2 @ 35 sf ea	70	
Total		4,061

3.3   Large Print Books   1,036 sq. ft.

Service to seniors is a high service priority, and a wide selection of books in large print and audio books for adults is a major aspect of this service. This space should be closely associated with the circulating fiction collection. Both large print books and audio books need to be prominently displayed and adjacent to the main path of travel from the public entrance.

Occupancy: 10 - 30

Adjacencies: 3.2   Circulating Fiction & Paperbacks

Sight lines to: 1.1   Entrance Lobby/Plaza

Components:

	Square Feet Needed:	
Shelving, 72", 58 sections of LP bks @ 12 sf	690	
Shelving, 72", 29 sections of audio bks @ 12 sf	346	
Total		1,036

3.4   Audiovisual Media   1,024 sq. ft.

Audio and video material in several formats is in high demand by the community, for recreation, for commuter listening and for study and learning. The Library intends to expand its audiovisual media collection significantly, which will make this one of the busiest areas of the library. It will contain music on compact discs, books on CD, CDROM software, videos and DVDs. Books on tape and on CD will be located adjacent to the large print books due to their high use by older adults.

A pair of audio listening stations will be located here for use by visitors who wish to listen to material prior to checking it out. Audiovisual media for children will be found in the children's services area and audiovisual materials in other languages will be found in the International Languages collection.

These high-demand collections will make this a bustling area. It needs wide aisles and visibility from the public. This space and the New Books and Videos area will form two of the most heavily used parts of the building. Several of the AV collections will be placed on mid-height (66" high) shelves to facilitate browsing. The shelving here will also accommodate new formats that may be added in future years. This area needs to be placed far from quiet study or reading areas.

Occupancy: 10 - 25

Adjacencies: 2.3   New Books & Videos/Rental Collection
                     3.2   Circulating Fiction & Paperbacks

Sight lines to: 2.1   Circulation Desk Area

Components:

	Square Feet Needed:	
Shelving, 72", 9 sections of videos @ 12 sf	108	
Shelving, 66" AV browse bin, 8 sections of music CDs	96	
Shelving, 66" AV browse bin, 2 sections of audiocassettes	19	
Shelving, 72", 6 sections of DVDs @ 12 sf	66	
Shelving, 72", 22 sections of bks on tape & on CD@ 12 sf	262	
Shelving, 72", 2 sections of CDROMs @ 12 sf	28	
Shelving, 66", 3 sections of new AV formats @ 12 sf	33	
Seating, 4-pl tables, 2 @ 100 sf ea	200	
Lounge chairs, 2 @ 36 sf ea	72	
Computers, sit down, 2 @ 35 sf ea	70	
AV listening/viewing equipment, 2 @ 35 sf ea	70	
Total		1,024

3.5   International Languages Collection   754 sq. ft.

The Library plans to build its collections in other languages to serve Spanish-speaking families and individuals as well as other residents whose native language is not English. This space will offer books, magazines and audiovisual media in a variety of languages. The space needs to be easy to find from the public entrance. The shelving in this space needs to include both regular and display shelves to make the collections very visible.

Staff needs to be able to see the area from the Circulation Desk to be able to notice new users who may need help. This area needs to be lively and attractive, with tackable wall surfaces on open wall space for artwork and displays.

Occupancy: 4 - 12

Adjacencies: 3.2   Circulating Fiction & Paperbacks

Sight lines from: Main path of travel from Public Entrance
                        2.1   Circulation Desk Area

Components:

	Square Feet Needed:	
Shelving, 84", 30 sections of bks @ 12 sf ea	363	
Shelving, 72"sloped, 2 sections of magazines @ 12 sf	19	
Shelving, 72", 3 sections of videos @ 12 sf	36	
Shelving, 66" AV browse bin, 3 sections of music CDs	36	
Seating, 4-pl tables, 3 @ 100 sf ea	300	
Total		754

3.6   Young Adults Area   1,019 sq. ft.

Service to teens and preteens will be a major priority at the Library. Visitors in this age group will use the entire facility, and will be encouraged to do so. It will also be important to establish an area that they can identify with as "their own". The Young Adults Area is envisioned as this space, with a unique "look" featuring high-tech computer equipment, audio listening stations and other features that will both set this space off from its surroundings and attract youth from the ages of 13 through 18.

After school and on the weekends, this will be a lively, even boisterous space with groups of youngsters chatting and working together. Therefore, the space needs some separation from other areas, especially those intended for quiet reading and contemplation. At the same time, it needs to be within a clear line of sight from the Circulation Desk to allow staff to monitor activity in this area. The space should have more relationship to the adult spaces of the building than to the children's spaces.

Paperback and hardback books as well as magazines and audiovisual materials for teens will be shelved here. Comfortable seating is needed, including 4-place tables and lounge chairs. For school assignments and serious study, many teens will also use the Library's second floor, where the reference and nonfiction book collections will be housed. The Group Study Rooms on both floors will also be a prime, though not exclusive, location in which teens will use the library.

The space should be open and accessible, an alcove rather than a separate room, to allow both acoustical separation and some level of visibility into the space. Wall-mounted display space is needed for posters, artwork and announcements of upcoming events of interest to this age group.

Occupancy: 8 - 20

Adjacencies: 3.2   Circulating Fiction & Paperbacks
                    3.9 - 3.10 Group Study Rooms

Sight lines from: 1.1   Entrance Lobby/Plaza

Components:

	Square Feet Needed:	
Shelving, 84", 5 sections of bks @ 12 sf ea	65	
Shelving, 72" display, 14 sections of paperbks @ 12 sf	213	
Shelving, 72"sloped, 1 section of magazines @ 12 sf	12	
Shelving, 66" 2 sections of DVDs	26	
Shelving, 66" AV browse bin, 2 sections of music CDs	28	
Shelving, 66", 1 section of new AV formats @ 12 sf	9	
Seating, 4-pl tables, 3 @ 100 sf ea	300	
Lounge chairs, 4 @ 36 sf ea	144	
Computers, sit down, 4 @ 35 sf ea	140	
AV listening/viewing equipment, 2 @ 35 sf ea	70	
Printer, networked, 1 @ 12 sf ea	12	
Total		1,019

3.7   Literacy Tutor/Learner Resource Area   583 sq. ft.

The Library will offer adult literacy students and their tutors a comfortable, safe place for tutoring. A collection of high-interest/low-vocabulary books as well as language learning tapes, compact discs and literacy program workbooks and other tutoring supplies will be shelved here. There will be several 2-place tables for literacy pairs to study together as well as a pair of lounge chairs for individual use.

Bilingual literacy students and tutors will be able to browse the International Languages collection, which will be adjacent.

Adjacencies: 3.2   Circulating Fiction & PBs

Sight lines to: Main path of travel from Public Entrance

Components:

	Square Feet Needed:	
Shelving, 72", 3 sections of circ literacy bks @ 12 sf	35	
Seating, 2-pl tables, 8 @ 50 sf ea	400	
Shelving, 72", 5 sections for workbooks, other resources	60	
Tutoring resources display unit	16	
Lounge chairs, 2 @ 36 sf ea	72	
Total		583

3.8   First Floor Public Copiers   144 sq. ft.

This space will contain two photocopy machines for the public, a change machine, a debit card dispenser, a bulletin board and a work counter with shelves above and a storage cabinet below.

This area needs to be visible from the main public path of travel and easy to find, somewhat separate for acoustical buffering but not an enclosed space.

A second set of copy machines will also be located on the second floor.

Occupancy: 2 - 6

Adjacencies: Main path of travel

Components:

	Square Feet Needed:	
copy machines, 2 @ 45 sf ea	90	
change & debit card dispenser	24	
work counter, 6 x 3, with supply cabinets above and below	30	
Total		144

| 3.9 | First Floor Group Study Room A | 150 sq. ft. |
| 3.10 | First Floor Group Study Room B | 150 sq. ft. |

The Library needs several spaces on both floors in which small groups can work collaboratively on projects. These rooms need to be acoustically separate and outfitted with a conference table or smaller tables that can be used together or separately. Each space needs to accommodate up to six people and will be wired and cabled to allow laptop computer use, as needed.

The rooms should be placed along major paths of travel in the public space. They also need to be monitored from a service desk. At least one wall of each room needs to be glass enclosed for visibility.

Proximity of at least one of these rooms to the Young Adults Area is desirable since teens will be some of the heaviest users of these spaces. Three additional small group study rooms will be located on the second floor.

Occupancy: 2 - 6

Adjacencies: 3.2   Circulating Fictions & Paperbacks
                   3.6   Young Adults Area

Sight lines from: 2.1   Circulation Desk Area

Components of each room:

	Square Feet Needed:	
seating for 6 @ 25 sf ea	150	
6-pl conference table	n.a.	
Total		150

4.1   Children's Service Desk   165 sq. ft.

The Children's Desk is the second public service point on the first floor of the Library. It must be prominently visible to visitors as they enter the children's area. The staff member stationed at the desk need to be able to survey as much as possible of the children's area open access space.

This is a two-person desk at adult sit-down height. The desk needs to meet the specifications outlined in this report's *General Design Considerations: Service Desks*.

The reference book collection for children will be adjacent to the desk, on 66" high shelving, with several 4-place tables nearby. This space is envisioned as a prime location for children to do their homework.

An express check-out machine will be located here, for the use of children and their parents.

Occupancy: 2 - 6

Adjacencies: 4.2   Children's Reference Collection
                    4.3   Homework Center
                    4.4   Children's Computers
                    4.5   Children's New Books, PBs & Display Area
                    4.6   Children's Magazines
                    4.7   Children's Circulating Books
                    4.8   Children's Audiovisual Media
                    4.9   Children's International Languages
                    4.10   Children's Picture Books
                    4.14   Family Restroom

Sight lines to: All Children's Services Spaces
                    Entrance to Children's area

Sight lines from: 2.1   Circulation Desk

Components:

	Square Feet Needed:	
Service desk with 2 staff positions @ 60 sf ea	120	
Express checkout machine, 1 @ 45 sf ea	45	
Total		165

4.2   Children's Reference Collection   408 sq. ft.

The Children's reference book collection will be located adjacent to the Children's Desk, along with 4-place and 2-place tables for children and their parents to use. The Homework Center will be close by to allow students quick access to this collection, as well. A copy machine will be located here to allow students to make photocopies of pages in reference material.

This area needs be to conducive to quiet study. Frequently, pairs of students or a parent and child will need to work together at the tables in this area.

Occupancy: 4 - 12

Adjacencies: 4.1   Children's Service Desk

Components:

	Square Feet Needed:	
Copy machine, 1 @ 45 sf	45	
Shelving, 66", 5 sections of ref bks @ 12 sf ea	63	
Seating, 4-pl tables, 2 @ 100 sf ea	200	
Seating, 2-pl tables, 2 @ 50 sf ea	100	
Total		408

4.3   Homework Center   924 sq. ft.

This space will be a focal point for the Camarillo Learning Center, a joint project between the Library and the Pleasant Valley School District that provides focused homework and curriculum support to students. A Library staff member will be present to help students with their homework assignments and provide a clearinghouse for tutoring connections.

The space needs visibility from the main open area, through a glass wall on at least one side of the room.

Two-place tables will accommodate as many as sixteen students at a time, as well as ten dedicated computers, a supply cabinet and shelving to house texts and other books related to the various schools' curricula.

Occupancy: 4 - 16

Adjacencies: 4.2 Children's Service Desk

Sight lines to: Main path of travel within Children's Area

Components:

	Square Feet Needed:	
Staff desk	50	
Seating, 2-pl tables, 8 @ 50 sf ea	400	
Computers, sit down, 10 @ 35 sf ea	350	
Printer, networked, 3 @ 12 sf ea	36	
Supply cabinets, 2-door, 2 @ 20 sf ea	40	
Shelving, 66", 4 sections, for textbooks, etc.	48	
Total		924

4.4   Children's Computers   456 sq. ft.

This space will contain twelve sit-down computer workstations and three networked printers for children and their families to use. This equipment must be adjacent to, or easily monitored from the Children's Services Desk and oriented so that staff can identify those who need help. The equipment also needs to be arranged to avoid screen glare. Often, two or three children will sit facing a monitor, so generous space is required at each workstation.

Occupancy: 4 - 12

Adjacencies: 4.2   Children's Service Desk

Components:

	Square Feet Needed:	
Computers, sitdown,12 @ 35 sf ea	420	
Printers, networked, 3 @ 12 sf ea	36	
Total		456

4.5   Children's New Books, Paperbacks & Display Area   250 sq. ft.

Shelving in this space will spotlight new and exciting books, both hardback and paperback. It needs to be attractively designed and highly visible from the main path of travel toward the children's area. It will include 66" high display shelving for and popular children's books and other materials, many of which will be displayed face-out. Adjacency to the children's audiovisual media collection is highly desirable.

Above the shelving, wall-mounted display boards are needed to provide a high-profile space for staff to mount attractive exhibits of children's art, crafts or similar eye-catching displays. In addition, two glass-enclosed exhibit cases are needed here to show off children's art and crafts, collectibles and other displays to catch the interest and imagination of children who visit the Library.

Occupancy: 4 - 8

Adjacencies: 4.1   Children's Services Desk

Sight lines to: 1.1   Entrance Lobby/Plaza
                       Main path of travel

Components:

	Square Feet Needed:	
Shelving, 66", 3 sections of new bks @ 12 sf ea	40	
Shelving, 66" display, 14 sections of pbks @ 12 sf ea	210	
Total		250

4.6   Children's Magazines   220 sq. ft.

This area will provide a comfortable seating space for children and their families. Low, sloping display shelves that display current issues of children's magazines are needed around the perimeter of the area, to allow visitors to browse and select magazines to read, either in the space or to check out for home use. One year's worth of back issues will be shelved here, with the current issues. Previous back issues, if retained, will be shelved with the main collection of magazine backfiles, in space 6.6

Occupancy: 2 - 8

Adjacencies: 4.1   Children's Service Desk

Components:

	Square Feet Needed:	
Shelving, 45", sloped, 4 sections of magazines @ 12	48	
Seating, 2-pl tables, 2 @ 50 sf ea	100	
Lounge chairs, 2 @ 36 sf ea	72	
Total		220

4.7   Children's Circulating Books   3,201 sq. ft.

This space and the picture book area will be the two largest spaces in the Children's Area. Together, they will contain the book stacks for the children's book collection – in this space, the books targeted for elementary school age children, and picture books for toddlers and preschoolers in the other.

Several collections will be housed here: fiction, genre, folktales, paperbacks, nonfiction, holiday books and biographies. Each of these collections needs its own identity to allow children to easily find the types of book they need. All shelving will be 66" high for easy access. Seating at 4-place and 2-place tables for children to read and study will be interspersed through the shelving.

Occupancy: 10 - 30

Sight lines to: 4.1 Children's Services Desk

Components:

	Square Feet Needed:	
Shelving, 66", 59 sections of fiction/folktales @ 12 sf ea	709	
Shelving, 66", 133 sections of nonfiction @ 12 sf ea	1,596	
Shelving, 66", 8 sections of holiday bks @ 12 sf ea	96	
Seating, 4-pl tables, 5 @ 100 sf ea	500	
Seating, 2-pl tables, 6 @ 50 sf ea	300	
Total		3,201

4.8   Children's Audiovisual Media   495 sq. ft.

This area will be a major destination point for children and their families. It will offer videos, DVDs, music compact discs, books on tape and on CD, AV kits and other media collections for children in 66" high AV display and browsing bin shelves. This will be a high-use, busy space with strollers and family groups with small children browsing through the shelves. It will be important to provide wide aisles between the shelving and clear visibility from the Children's Services Desk. Adjacency to the Children's New Books space is also important.

Occupancy: 6 - 16

Adjacencies: 4.1   Children's Service Desk

Components:

	Square Feet Needed:	
Shelving, 66", 11 sections of videos @ 12 sf	129	
Shelving, 66" AV browse bin, 2 sections of music CDs	27	
Shelving, 66" AV browse bin, 4 sections of audiocassettes	50	
Shelving, 66" 2 sections of DVDs	22	
Shelving, 66", 8 sections of bks on tape & on CD @ 12 sf	91	
Shelving, 66", 3 sections of CDROMs @ 12 sf	33	
Shelving, 66", 2 sections of new AV formats @ 12 sf	22	
Shelving, 66" with rods, 10 sections of AV kits @ 12	121	
Total		495

4.9   Children's International Languages   257 sq. ft.

This space will contain books, magazines and audiovisual materials for children who speak and read in languages other than English. It will correspond to the International Languages area for adults. Children from families whose native languages are not English as well as their parents and other adult family members will seek out this space. It needs to be clearly recognizable, to ensure easy access by new Library visitors. The space should include have generous wall display space for exhibits of art, crafts and images from around the world.

Occupancy: 4 - 8

Sight lines to: 4.1 Children's Service Desk

Components:

	Square Feet Needed:	
Shelving, 66", 7 sections of bks @ 12 sf	85	
Seating, 4-pl table, 1 @ 100 sf ea	100	
Lounge chairs, 2 @ 36 sf ea	72	
Total		257

4.10   Children's Picture Books   2,936 sq. ft.

This space, and the adjacent Storytelling Area, will be a major focus of activity within the Children's Area. It will serve the Library's youngest clientele: newborns and their parents, toddlers, preschoolers and younger elementary school age children as well as their families will gravitate to these spaces, both to enjoy selecting and reading books on their own and to participate in the Library's storytelling programs.

Located in a highly visible space within the Children's Services area, it needs to be child-friendly, safe and secure and acoustically separated from the areas for adults. It should be laid out so that it "contains" its visitors, preventing young children from wandering away unattended. There must be a clear line of sight into this space from the Children's Desk.

Window seating as well as rocking chairs and lounge chairs will be located here to enhance the comfortable ambience of the space and encourage parents and children to sit and read together. The toddler table and chairs in this area need to be dimensioned for use by young children, the tables 20" to 22" from the floor to the bottom of the table and chairs only 12" to 14" from the floor to the top of the chair seat

The space will be adjacent to a storytelling area in which audiences of up to 50 young children and their parents can participate in library programs. An easy flow between the two areas is crucial.

Occupancy: 10 – 25

Adjacencies: 4.11   Storytelling Area
                    4.12   Children's Programming supplies
                    4.13   Parents Collection
                    4.14   Family Restroom

Sightlines to: 4.1   Children's Service Desk

Components:

	Square Feet Needed:	
Shelving, 45", 145 sections of picture bks @ 12 sf	1,743	
Shelving, 45", 25 sections of easy readers @ 12 sf	302	
Shelving, 66", 10 sections of puppets @ 12 sf	125	
Lounge chairs, 2 @ 36 sf ea	72	
Rocking chairs, 2 @ 25 sf ea	50	
Seating, 4-pl toddler tables, 4 @ 88 sf ea	352	
Window seating for 8 @ 20 sf ea	160	
Open play space & floor seating	100	
Computers, stand up, 2 @ 16 sf ea	32	
Total		2,936

4.11   Storytelling Area   632 sq. ft.

This space will be a dedicated open area for storytelling, in which children's staff will present storytelling programs on a regular basis to audiences of up to 50 children and their parents or caregivers.

The area must be carpeted since children will sit on the floor while they listen to the stories. Although the room should be considered an open access area, it needs to be enclosable during programs, by means of pocket doors or similar techniques, to allow some acoustical enclosure during programs.

Parking for up to 12 strollers both during and after programs has been included.

Adjacencies: 4.10   Children's Picture Books
                       4.12   Programming Supplies
                       4.13   Parents Collection
                       4.14   Family Restroom

Sight lines to: 4.1   Children's Service Desk

Components:

	Square Feet Needed:	
floor seating for 50 children & their parents	500	
stroller parking for 12 @ 6 sf ea	72	
stage for storyteller	20	
folding table, 6 x 2.5, for book display	40	
Total		632

4.12   Children's Programming Supplies   120 sq. ft.

An enclosed, lockable storage room is needed adjacent to the Storytelling Area to house programming supplies and props. Shelving for storytelling books, puppets, AV equipment and other items will be kept here.

Occupancy: none

Adjacencies: 4.10   Children's Picture Books
                    4.11   Storytelling Area

Components:

	Square Feet Needed:	
industrial shelving, 72", for puppets, props	48	
shelving, 84", 1 section, for storytelling book collection	12	
portable AV cart	12	
clear storage space	48	
Total		120

4.13   Parents Collection   195 sq. ft.

This space will serve parents, educators, child development students and other adults who are responsible for the care of young children. A collection of books on parenting, education and related topics will be found here.

Adjacency to the storytelling area is needed to give parents easy access to these materials. The space needs to be somewhat removed from the main open area, to allow groups of parents to converse without disturbing visitors to other parts of the Children's Area.

Occupancy: 2 - 8

Adjacencies: 4.10   Children's Picture Books
                     4.11   Storytelling Area
                     4.14   Family Restroom

Components:

	Square Feet Needed:	
Shelving, 66", 2 sections of bks @ 12 sf ea	23	
Seating, 4-pl table, 1 @ 100 sf ea	100	
Lounge chairs, 2 @ 36 sf ea	72	
Total		195

4.14   Family Restroom   in GSF

A single-occupancy restroom is needed, adjacent to the Picture Books and Storytelling spaces, for convenient use by a parent and child.

Specifications for this restroom should comply with the *Restrooms* section of this report's *General Design Considerations*.

Adjacencies: 4.10   Children's Picture Books
                      4.11   Storytelling Area
                      4.12   Parents Area

Sight lines to: 4.1   Children's Service Desk

5.1   City Librarian's Office   150 sq. ft.

This space is the office of the City Librarian. It will function both as an office and as a semi-public space for meetings and conferences with Library visitors. It should be located adjacent to the staff work area as well as directly and easily accessible from the library's public space. The office needs a desk with a return, an ergonomic chair, a credenza behind the desk, a lateral file, two guest chairs, a conference table and two sections of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 3

Adjacencies: 5.3   Staff Work Area
                            Public Space generally

Components:

	Square Feet Needed:	
desk with return and ergonomic chair	50	
computer workstation, on desk	n.a.	
credenza	20	
lateral file	18	
small conference tables and 2 guest chairs	50	
shelving, 84", 2 sections	12	
Total		150

5.2   Circulation Supervisor's Office   150 sq. ft.

The circulation supervisor's office needs to be located adjacent to the Circulation Desk and first floor staff workroom and adjacent or easily accessible from the library's public space. The office needs a desk with a return, an ergonomic chair, a credenza behind the desk, a lateral file, two guest chairs and two sections of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Proximity to the Circulation Desk includes allowing the supervisor to easily manage the ongoing operations at that service point and to be available to staff, if needed.

Occupancy: 1 – 2

Adjacencies: 2.1   Circulation Desk
                   5.3   Staff Workroom

Sight lines to: 2.2   Sorting and Returns/Deliveries

Component

	Square Feet Needed:	
desk with return and ergonomic chair	50	
computer workstation, on desk	n.a	
credenza	20	
lateral file	18	
small conference tables and 2 guest chairs	50	
shelving, 84", 2 sections	12	
Total		150

5.3   Staff Work Area   939 sq. ft.

This space and the adjacent Sorting & Returns Area will be the principal work location for Library staff assigned to serve the public on the first floor, whenever they are not helping the public in the Library's public spaces. Attention to traffic patterns for both people and book trucks, as well as acoustical and lighting considerations, will be crucial to the success of this work space.

The space needs to accommodate modular office workstations for staff with assignments that require a desk, approximately 7' x 7' each. Pages and other part time staff as well as volunteers will also work in this space, either at the work counter or the worktables.

The following additional furniture and equipment will be needed in this space:
*   One 8'x3' work table with four task chairs, for library pages to do assorted tasks, such as mending books, collating or folding flyers, etc.
*   A photocopier and fax machine (located on the work counter).
*   Six sections of wall-mounted 84" high shelving for holding damaged items, new materials, etc.
*   A work counter with shelves above and below
*   A bulletin board and a white board, all wall-mounted
*   Book truck parking space to accommodate 8 trucks (most trucks will be housed in the Returns Area, adjacent).
*   Two supply cabinets.

See also this report's *General Design Considerations: Staff Workstations* for the office workstation dimensions and specifications.

This will be a high traffic area with continual movement of book trucks, delivery bins and other materials between this space and other parts of the Library. The entrances to this space need to be extra wide, designed so that doors are unnecessary between this and adjacent spaces. The staff workspace should shielded from view at the Circulation Desk. The Friends of the Library will have a separate sorting area.

There needs to be an entrance into the space from the Circulation Desk and from the open public area, so that staff may move back and forth quickly and conveniently between their work space, the service desk and the public area.

Occupancy: 3 - 8

Adjacencies: 2.1   Circulation Desk
                    2.2   Sorting & Returns
                    5.2   Circulation Supervisor's Office
                    5.1   City Librarian's Office
                    5.4   Literacy Program Office
                    5.5   Conference Room

Near to: 5.9   Staff Break Room and Lockers
                    5.10   Staff Restrooms

5.3   Staff Work Area, continued

Components:

	Square Feet Needed:	
workstations, modular, 11 @ 7'x7" + 20% circ space	647	
worktable, mending, 1 @ 40 sf	40	
work counter, 10' x 2.5'	50	
Shelving, 84", 6 sections, distributed, 10 sf ea	60	
Book truck parking, 8 trucks @ 9 sf ea	66	
Supply cabinets, 2-door, 2 @ 20 sf ea	40	
Copy machine, 1 @ 36 sf	36	
Fax machine on work counter	n.a.	
Total		939

5.4   Literacy Program Office   150 sq. ft.

The manager of the Library's Literacy program requires a separate office. The manager will use this space to interview prospective learners and tutors as well as to perform office work required by the program. Privacy and direct access to the public space of the Library are therefore essential. Some proximity to the Literacy Tutor/Learner Resource Area is highly desirable although direct adjacency is not necessary.

Occupancy: 1 – 2

Adjacencies: Main Public Space
                     5.3   Staff Workroom

Sight lines to: 3.7   Literacy Tutor/Learner Resource Area

Components:

	Square Feet Needed:	
desk with return and ergonomic chair	50	
computer workstation, on desk	n.a	
credenza	20	
lateral file	18	
small conference tables and 2 guest chairs	50	
shelving, 84", 2 sections	12	
Total		150

5.5   Conference Room   500 sq. ft

A mid-sized conference room is needed, in addition to the Community Program Room, for use by Library staff, Library Friends, other government agencies and the public. The conference room should be accessible from the first floor public space. IT should be equipped with movable wall partitions to allow two groups to use the space simultaneously, as needed.

This space needs to seat as many as 22. Two conference tables that can be ganged together are needed, as well as a small cabinet for storage of supplies, wall-mounted white boards. The room needs to be wired and cabled for multimedia presentations, with Internet access.

Adjacencies: Main Public Space
                      5.3   Staff Work Area
Components:

	Square Feet Needed:	
Conference tables, 2, 10-seat capacity	n.a.	
Conference table chairs, 20	500	
Total		500

5.6   Volunteers Work Area   80 sq. ft.

Library operations depend on the contributions of many volunteers who take a shift on a regular basis to perform many tasks. These include processing incoming books and incoming materials, labeling and mending materials.

Occupancy: 2 - 8

Adjacencies: 5.3   Staff Work Room

Sight lines to:

Components:

	Square Feet Needed:	
Work tables, 2 @ 40 sf ea	80	
task chairs, 8	n.a.	
Total		80

5.7   Library Supplies Equipment & Storage   143 sq. ft.

This storage area, adjacent to the Staff Work Room, will be the primary storage space for office supplies, paper stock, forms, handouts and brochures, mending and cleaning supplies, computer and copy machine supplies and other items needed to maintain operations. The supplies will be stored on full height shelving, in a supply cabinet or stacked in boxes on the floor.

There will also be storage space in the Community Program Room and its kitchen for meeting supplies, storage adjacent to the Storytelling Area for children's programming supplies as well as separate custodial and building maintenance supply areas.

Occupancy: 0 - 2

Adjacencies: 5.3   Staff Work Room

Components:

	Square Feet Needed:	
Shelving, industrial, 3 sections @ 15 sf ea	45	
shelving, 84", 4 sections @ 12 sf ea	48	
Clear space for box storage	50	
Total		143

5.8   Telecommunications/Server Room   200 sq. ft.

This space will provide a secure area for computer and telecommunications equipment housed in the library, centrally located within the building for efficiency in running cable – avoiding end-to-end cable runs in excess of 300 feet.

During the design phase of the project, actual dimensions and layout of equipment need to be reviewed with automation staff prior to design of the room.

Extra wide doors into the space will be needed to expedite installation of heavy equipment.

Adjacencies: 5.3   Staff Work Room
                      5.11   Staff and Deliveries Entrance

5.9   Staff Break Room   489 sq. ft.

This area is for Library staff to use for meals and coffee breaks. Volunteers will also be allowed to use the space to take meal breaks and to rest. The space needs both individual and table seating, with a quiet ambience with sufficient space for several individuals to enjoy the space without disturbing each other. It should be reasonably adjacent to the first floor Staff Workroom, close to the staff elevator from the second floor and the Staff Restrooms. A telephone for staff use will be here to allow staff to make telephone calls away from their work spaces.

Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the Library to prevent cooking smells from being dispersed through other parts of the facility.

This space needs to be within the staff-only zone of the first floor, so that staff can go to and from the Break Room without travel through public space.

Occupancy: 0 - 12

Adjacencies: 5.10   Staff Restrooms
                    5.3   Staff Work Room

Components:

	Square Feet Needed:	
seating, 4-pl tables, 3 @ 100 sf ea	300	
armchairs, 2 @ 32 sf ea	64	
sofa	50	
oven with stovetop range	75	
refrigerator, full-size	n.a.	
sink, commercial-grade	n.a.	
microwave oven	n.a.	
kitchen counter, 10 x 2	n.a.	
Total		489

5.10   Staff Restrooms   in GSF

Two single occupancy staff restrooms are needed, adjacent to the Staff Break Room
and reasonably close to the Staff Work Room.

The restrooms must be designed for low maintenance and durability. Fixtures should be
wall-mounted. Floor and wall covering should be tile. Sloping floor and floor drains as
well as adjacent custodial closet with mop sink, either elevated or floor drain, are
essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel
dispensers should be located directly over sinks to prevent soap leaks and avoid water
drips on the floor. Install hand dryers as well as towel dispensers, a parcel/purse shelf,
coat hanger and bench for changing clothes in each restroom.

See also the *General Design Considerations* section of this report for specifications of
restrooms.

Adjacencies: 5.9   Staff Break Room

5.11   Staff Deliveries & Entrance   172 sq. ft.

This entrance will serve Library staff, custodial and delivery personnel. Two separate doors are required, one for staff egress and another for delivery personnel.

The space needs to be adjacent to Sorting & Returns/Deliveries and to the Supplies and Equipment Storage space. 28 full-height lockers are needed in this area, for Library staff and for volunteers. A coat rack for staff and volunteers to hang up coats and leave umbrellas is needed here, also.

The space needs an extra wide door and an overhang at the entrance to protect the area during inclement weather.

Occupancy: 0 – 2

Adjacencies: 2.2   Sorting & Returns/Deliveries
                    5.7   Library Supplies and Equipment Storage

Components:

	Square Feet Needed:	
Coat closet, 8 x 3	32	
Staff lockers, 28 @ 5 sf ea	140	
Total		172

5.12   Custodial Supplies   80 sq. ft.

The Library needs a custodial supply closet that can accommodate up to two weeks of supplies for the building, with a separate, lockable space within it for storage of chemicals or potentially hazardous materials (at whatever size meets local ordinances).

The restrooms also require a custodial closet with a mop sink, either elevated or at floor level.

A custodial supplies closet is also required on the second floor.

Near to: 5.11   Staff Deliveries

5.13   Building Maintenance Storage   in GSF

This space is required for storage of building maintenance supplies, including lighting fixtures and ballasts, carpet tiles, if needed, ceiling tiles and other items needed to efficiently maintain the building. Four sections of industrial shelving, 4' x 2', along one wall are needed as well as clear floor space for box storage.

Near to: 5.11   Staff/Deliveries Entrance.

6.1   Reference Service Desk   228 sq. ft.

This desk will be the only public service point on the Library's second floor. The desk needs to be clearly visible and convenient to visitors as they enter the second floor, either by elevator or stairs. This will be a three-person desk. Low reference book shelving should be placed directly adjacent for frequently used reference tools. The desk will be staffed every hour the library is open.

Staff must be able to move quickly from the desk to the public access computers and to the reference and circulating book collections. The features and configuration of the desk need to comply with the specifications described in this report's *General Design Considerations: Service Desks,* to ensure that the drawers, files and other needed components are included. The desk will be equipped with computers, printer and telephone.

The reference collection stacks need to be adjacent to the desk. Line of sight adjacency from the desk to as much as possible of the second floor public spaces is crucial.

Occupancy: 2 - 6 public; 1 - 3 staff

Adjacencies: 6.2   Reference Collection
                    6.4   Adult Computers
                    6.3   Camarillo History
                    6.5   Circulating Nonfiction Books & Videos

Sight lines to: Second floor public spaces generally
                    Stairs/elevator to 1st floor

Components:

	Square Feet Needed:	
Service desk with 3 staff positions @ 60 sf ea	180	
Shelving, 45", 4 sections @ 12 sf ea	48	
Total		228

6.2   Reference Collection   2,839 sq. ft.

This space contains the Library's adult reference book collection, on 84" and 45" high shelving. Both the general reference and the business reference collections will be found here. The shelving needs to be arranged for convenient access from the Reference Desk so that staff can easily help all customers with their research. Seating at 4-place tables and lounge chairs, microfilm reader/printers and several public access computer workstations will also be located here for the use of students and researchers. The computers in this area will offer access to specialized reference databases as well as to the Library's online catalog. In the future, the Library hopes to make its computers multifunctional so that each workstation provides access to the full range of resources and services it makes available online.

This area, and much of the second floor, will be quiet spaces for serious or long-term reading or work. The paths of travel through the space need to skirt the space, so that passersby do not distract those using the reference collections.

Occupancy: 16 - 40

Adjacencies: 6.1   Reference Desk
                    6.8   Quiet Study

Sight lines from: 6.1   Reference Service Desk

Components:

	Square Feet Needed:	
Shelving, 84", 59 sections @ 12 sf ea	714	
Shelving, 45", 40 sections @ 12 sf ea	475	
Seating, 4-pl tables, 7 @ 100 sf ea	700	
Lounge chairs, 4 @ 36 sf ea	144	
Microform reader/printers, 4 @ 36 sf ea	144	
Microfilm cabinets, 3 @ 18 sf ea	54	
AV / ADA equipment, 2 @ 35 sf ea	70	
Computers, sitdown, for CDRoms, 4 @ 35 sf ea	140	
Computers, sitdown, for specializedDBs, 6 @ 35 sf ea	210	
Computers, sitdown, OPACs, 4 @ 35 sf ea	140	
Printers, networked, 4 @ 12 sf ea	48	
Total		2,839

6.3   Camarillo History   476 sq. ft.

This space will house a collection of local history materials that will provide a focal point for information and displays about the heritage of Camarillo and Ventura County, its history, environment and community concerns. Freestanding and wall-mounted display cases are needed here to accommodate displays of photographs and other visual materials. Care must be taken in the design of these cabinets to ensure proper environmental conditions for display of fragile material. The space will also contain shelving to house local history books, environmental studies and documents, photo albums and other materials.

This space is meant to be a special area that honors the community. It should be an open access area, not enclosed. Lounge seating and study tables will also be located here.

Occupancy: 2 - 8

Sight lines to: 6.1   Reference Desk

Components:

	Square Feet Needed:	
Shelving, 72", 2 sections @ 12 sf ea	24	
Seating, 4-pl tables, 2 @ 100 sf ea	200	
Lounge chairs, 4 @ 36 sf ea	144	
Lateral files, 2 @ 18 sf ea	36	
Glass display units, 2 @ 36 sf ea	72	
Total		476

6.4   Adult Computers, Second Floor   538 sq. ft.

These workstations will serve visitors to the Library's second floor. They should be placed near to the Reference Desk, to allow staff to help new users, as needed, and to monitor behavior. The computers should be clustered, either as one group of 14 machines or in two groups, for the convenience of Library users.

The computers in the Technology Training Center will also be made available for general use whenever training is not in session.

Adjacencies: 6.1   Reference Desk

Components:

	Square Feet Needed:	
Computers, sitdown, Internet access, 10 @ 35 sf ea	350	
Computers, sitdown, word processing, 4 @ 35 sf ea	140	
Printers, networked, 4 @ 12 sf ea	48	
Total		538

6.5   Circulating Nonfiction Books & Videos   7,197 sq. ft.

The nonfiction book collection for adults will be shelved here on 84" high shelves, with a maximum 6 shelves per section. Slat-wall stack ends will be used in this area to maximize the space's display and merchandising potential and display paperbacks. The various parts of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Seating at 4-place, 2-place and 1-place tables will be distributed throughout the area. Two stand-up public access computers will be located at key stack range ends for the convenience of patrons who are looking for books in this area.

Occupancy: 10 - 35

Sight lines to: 6.1   Reference Desk

Components:

	Square Feet Needed:	
Shelving, 84", 429 sections of nonfiction @ 12 sf ea	5,150	
Shelving, 84", 12 sections of nf videos @ 12 sf ea	143	
Shelving, 72" display, 13 sections of paperbks @ 12 sf	156	
Seating, 4-pl tables, 8 @ 100 sf ea	800	
Seating, 2-pl tables, 8 @ 50 sf ea	400	
Seating, 1-pl tables, 12 @ 25 sf ea	300	
Lounge chairs, 6 @ 36 sf ea	216	
Computers, stand up, 2 @ 16 sf ea	32	
Total		7,197

6.6   Magazines & Newspapers   2,115 sq. ft.

This area is meant to be a quiet place in which current issues of the Library's magazines and newspapers for adults will be displayed for browsing. Current and back issues of newspapers will be housed in this space on shelves equipped with Plexiglas hanging display inserts. Magazine back issues will be shelved here in addition to the current issues, held in pamphlet boxes on 84" shelving.

Lounge chair seating will make this a prime space for comfortable, quiet reading. Particular attention should be paid to this space's acoustics, lighting and general atmosphere. It should be set off from the main paths of travel through the second floor, with views to exterior landscaping.

Occupancy: 10 - 36

Sight lines to: 6.1   Reference Desk

Components:

	Square Feet Needed:	
Shelving, 72"sloped, 24 section of magazines @ 12 sf	288	
Shelving, 72"sloped, 1 section of newspapers @ 12 sf	18	
Shelving, 84", 42 sections of mag bkfiles @ 12 sf ea	507	
Shelving, 84", 8 sections of nsp bkfiles @ 12 sf ea	100	
Seating, 4-pl tables, 4 @ 100 sf ea	400	
Lounge chairs, 20 @ 36 sf ea	720	
Computers, sitdown, OPACs, 2 @ 35 sf ea	70	
Printer, networked, 1 @ 12 sf ea	12	
Total		2,115

6.7   Second Floor Public Copiers   144 sq. ft.

Two copy machines, with a work counter and storage cabinet, attendant equipment for making change and issuing debit cards, will be located here. Visibility into the space from the main path of travel is important, to deter inappropriate behavior and vandalism.

Adjacency to the Reference Collection is important.

Sight lines to: 6.1   Reference Desk

Components:

	Square Feet Needed:	
copy machines, 2 @ 45	90	
change & debit card dispenser	24	
work counter, 6 x 3, with supply cabinets above and below	30	
Total		144

6.8   Quiet Study Area   500 sq. ft.

The Library needs an area designated for quiet individual reading and study, with appropriate 1-place carrel seating. This area needs to be within view of the main path of travel but acoustically separate from the open public space through the use of a glass wall to enclose the space.

This space will be the complement to the Group Study Rooms and the Young Adults Area, all of which support talking and a moderate amount of noise.

Occupancy: 5 - 20

Adjacencies: 6.2   Reference Collection

Sight lines to: 6.1   Reference Desk

Components:

	Square Feet Needed:	
Seating, 1-pl tables, 20 @ 25 sf ea	500	
Total		500

6.9	Second Floor Group Study Room C	150 sq. ft.
6.10	Second Floor Group Study Room D	150 sq. ft.
6.11	Second Floor Group Study Room E	150 sq. ft.

These rooms will function similarly to the Group Study Rooms on the first floor, offering spaces in which small groups, both students and the general public, can work collaboratively on projects. Each room must be acoustically separate and outfitted with a conference table or smaller tables that can be used together or separately. Each space needs to accommodate up to six people and will be wired and cabled to allow laptop computer use, as needed.

The rooms should be placed along major paths of travel in the public space. They also need to be monitored from the Reference Desk. At least one wall of each room needs to be glass enclosed for visibility.

Occupancy: 2 - 6 each

Sight lines to: 6.1   Reference Desk

Components of each room:

	Square Feet Needed:	
seating for 6 @ 25 sf ea	150	
6-pl conference table	n.a.	
Total		150

6.12   Technology Training Area   324 sq. ft.

The Library needs a dedicated space in which to offer public access computer equipment both for ongoing technology training and for public access to word processing and other software applications. This should be an enclosed space with six sit-down computer workstations.

The room needs to be glass enclosed for visibility, since the Library will make the computers in this space accessible to individuals when training is not in progress. The seating at each workstation should be generous enough to allow two people to sit side by side facing the monitors.

The space needs two printers networked to all the training computers, a supply cabinet and an area in which the trainer can stand.

Occupancy: 0 - 6

Sight lines to: 6.1   Reference Desk

Components:

	Square Feet Needed:	
Instructor's desk and workstation	40	
Supply cabinet, 2-door	20	
Computers, sitdown, 6 @ 40 sf ea	240	
Printer, networked, 2 @ 12 sf ea	24	
Total		324

6.13   Second Floor Public Restrooms   in GSF

These restrooms, one for men and one for women, will serve the second floor.
Both restrooms need to have at least two stalls and operate as multi-user facilities. Both entrances should be within clear view of the Reference Desk and main path of travel.

See also the *General Design Considerations: Restrooms* section.

Sight lines to: 6.1   Reference Desk

6.14   Reference Staff Workroom   591 sq. ft.

This staff workroom will support the off-desk duties of the staff assigned to serve the public on the Library's second floor.

The workroom requires close proximity, if not direct adjacency, to the Reference Desk, as well as the second floor staff restroom.

Adjacencies: 6.1   Reference Desk
                     6.15   Second Floor Staff Restroom
                     6.16   Second Floor Custodial Closet

Components:

	Square Feet Needed:	
workstations, modular, 5 @ 8' x 8' + 20% circ:	294	
workstation, modular, 1 8'x8' for periodical check-in	77	
shelving, 84", 4 sections, distributed @ 12 sf ea	48	
work counter, 8'x3', lat files below & cabinet above	40	
bulletin board, white board	n.a.	
work table w 4 chairs for volunteers/staff	40	
supply cabinet, 2-door, for lockable storage	20	
copy machine, 1 @ 36 sf	36	
book truck parking for 4 trucks @ 9 sf ea	36	
total		591

6.15   Staff Restroom   in GSF

A single-occupancy staff restroom is needed on the second floor for the use of Library staff stationed on that floor.

Adjacencies: 6.14   Staff Workroom

6.16   Custodial Closet & Supplies, Second Floor   25 sq. ft.

A second custodial supply closet is needed to support building custodial service on the second floor. The public restrooms on the second floor also require a custodial closet with a mop sink, either elevated or at floor level.

Section VI
New Camarillo Library Preliminary Budget

Construction	$13,900,000	
Construction contingency @ 10%	$1,390,000	
Site development	$2,415,000	
A/E fees, Const mgmt, Cost estimator	$1,375,000	
Interior design	$219,000	
FFE/automation, including escalation, tax, shipping	$2,582,000	
Signage	$80,000	
Other soft costs	$615,000	
Total project cost:	$22,576,000	
Construction $/sf:	$211.82	/sf
Total project cost $/sf:	$344.04	/sf

APPENDIX A: Camarillo Library Collection Growth Plan

Current service population:	75,056				
Population in 2020:	95,000				
Current book collection:	101,139	1.3	volumes/capita		
Recommended level by 2020:	242,000	2.5	volumes/capita		
Current AV collection level:	4,512	4.5%	of book collection		
Recommended level by 2020:	24,200	10%	of book collection		
Current Intl Languages coll:	630	1%	of book collection		
Recommended level by 2020:	8,470	3.5%	of book collection		
			(included in the 242,000		
			volumes)		
2000 Collection Size:					
	Adult	YA	Children	Total	
Books	63,810	1,793	35,536	101,139	
% of book collection	63%	2%	35%		
Audiovisual media	4,512	n.a.	n.a.	4512	
% of AV collection	n.a.	n.a.	n.a.		
2020 Collection Size:					
	Adult	YA	Children	Total	
Books	152,460	4,840	84,700	242,000	
% of book collection	63%	2%	35%		
Audiovisual media	16,940	1,210	6,050	24,200	
% of AV collection	70%	5%	25%		

Space		Current Size	Size in 2020	% on Shelf	Vols to Shelve	Shelf Type		Items/LF	Lin Ft Needed	Sections Needed	SF Needed***
						Height	Shlv/Sect				
	Adult Books										
2.3	New Books/Rentals	1,202	2,500	50%	1,250	72"	5	6	208	14	208
3.2	Fiction/Genre	17,970	42,000	80%	33,600	84"	6	8	4,200	233	2,800
6.5	Nonfiction (incl test bks)	32,527	76,040	80%	60,832	84"	6	8	7,604	422	5,069
3.3	Large Print	1,264	8,630	80%	6,904	72"	5	8	863	58	690
3.2 & 6.5	Paperbacks	2,384	5,800	66%	3,828	72" display	6	8	479	27	399
3.5	Intl Languages	630	6,055	75%	4,541	84"	6	10	454	30	363
3.7	Literacy	na	1,000	66%	660	72"	5	15	44	3	35
6.2	Reference	7,833	7,492	100%	7,492	84"	6	7	1,070	59	714
6.2	Reference		2,493	100%	2,493	45"	3	7	356	40	475
6.3	Camarillo History	na	200	100%	200	72"	5	7	29	2	23
4.13	Parents Collection	na	250	75%	188	66"	5	8	23	2	23
	Adult Books Total	63,810	152,460		121,988				15,330	890	10,800
	Young Adult Books										
3.6	Hardbacks	1,793	968	80%	774	84"	6	8	97	5	65
3.6	Paperbacks	na	3,872	66%	2,556	72" wall display	6	10	256	14	213
	YA Bks Total	1,793	4,840		3,330				352	20	277
	Children's Books										
4.5	J New & Display	na	500	50%	250	66"	5	5	50	3	40
4.7	J Fiction/Folktales *	11,340	19,000	70%	13,300	66"	5	15	887	59	709
4.7	J Nonfiction *	11,340	28,500	70%	19,950	66"	5	10	1,995	133	1,596
4.5	J Paperbacks	na	3,000	70%	2,100	66" wall display	5	10	210	14	210
4.10	Picture Books	10,539	23,075	85%	19,614	45"	3	15	1,308	145	1,743
4.10	Easy Readers	2,000	5,210	85%	4,429	45"	3	15	295	33	394
4.9	J Intl Languages	na	2,415	66%	1,594	66"	5	15	106	7	85
4.7	J Holiday Books	na	2,000	90%	1,800	66"	5	15	120	8	96
4.10	J Puppets	317	500	75%	375	66"	4	3	125	10	125
4.2	J Reference	na	500	100%	500	66"	4	8	63	5	63
	Children's Books Total	35,536	84,700		63,911	`			5,158	418	5,061

Space		Current Size	Size in 2020	% on Shelf	Vols to Shelve	Shelf Type		Items/LF	Lin Ft Needed	Sections Needed	SF Needed***
						Height	Shlv/Sect				
	Magazines & Newspapers										
6.6	Adult Magazine Display	240	360	100%	360	72"	5	1	360	24	288
6.6	Adult Magazine Backfiles**	690 LF	760	100%	760	84"	6	na	760	42	507
6.6	Adult Newspaper Display	5 titles	15	100%	15	72"	5	0.67	22	1	18
6.6	Adult Newspaper Backfiles**	75 LF	150	100%	150	84"	6	na	150	8	100
3.5	Intl Languages Magazines	na	24	100%	24	72"	5	1	24	2	19
3.6	YA Magazines	na	15	100%	15	72"	5	1	15	1	12
4.6	Children's Magazines	24 LF	36	100%	36	45"	3	1	36	4	48
									1,367	83	992
	Audiovisual Collection										
	Adult AV										
	Adult Videos										
2.3	New Videos	in New Bks	500	50%	250	72"	5	6	42	3	42
3.4 & 3.5	Video Feature Films	510	2,000	75%	1,500	72"	6	7	214	12	143
6.5	Video Non Fiction (w ANF bks)		2,000	75%	1,500	84"	6	7	214	12	143
3.4 & 3.5	Adult Music CDs	1,182	3,440	75%	2,580	66"AV Browse	4	20	129	11	129
3.3	Adult Audio Books	2,820	5,500	66%	3,630	72"	6	7	519	29	346
3.4	Adult Audiocassettes	in AudBks	500	75%	375	66"AV Browse	4	20	19	2	19
3.4	Adult DVDs	0	1,500	66%	990	72"	6	10	99	6	66
3.4	Adult CDRoms	0	500	50%	250	72"	6	6	42	2	28
3.4	Adult New AV Format	0	1,000	50%	500	66"	4	15	33	3	33
	Adult AV Total	4,512	16,940		11,575				1,311	78	948
	YA AV										
3.6	YA DVDs	0	500	66%	330	66"	5	10	33	2	26
3.6	YA Music CDs	0	500	66%	330	66"AV Browse	4	20	28	2	28
3.6	YA New AV Format	0	210	50%	105	66"AV Browse	4	20	9	1	9
	YA AV Total	0	1,210		765				69	5	63

Space		Current Size	Size in 2020	% on Shelf	Vols to Shelve	Shelf Type		Items/LF	Lin Ft Needed	Sections Needed	SF Needed***
						Height	Shlv/Sect				
	Children's AV										
4.8	J Videos	na	1,500	75%	1,125	66"	5	7	161	11	129
4.8	J Music CDs	0	500	80%	400	66"AV Browse	3	20	20	2	27
4.8	J Audio Books	na	1,000	80%	800	66"	5	7	114	8	91
4.8	J Audiocassettes	na	1,000	75%	750	66"AV Browse	3	20	38	4	50
4.8	J DVDs	0	500	66%	330	66"	5	10	33	2	26
4.8	J CDRoms	0	500	50%	250	66"	5	6	42	3	33
4.8	J AV Kits in hang-up bags	na	550	66%	363	66" w rods	2	6	61	10	121
4.8	J New AV Format	0	500	50%	250	66"AV Browse	3	15	17	2	22
	Children's AV Total	0	6,050		4,268				484	42	500
	Adult Books	63,810	152,460		121,730				15,330	885	10,735
	YA Books	1,793	4,840		3,439				352	20	277
	Children's Books	35,536	84,700		63,131				5,143	414	5,012
	Total Book Collection	101,139	242,000		188,300				20,825	1,319	16,024
	Adult AV	4,512	16,940		11,575				1,261	77	931
	YA AV	0	1,210		765				64	5	64
	Children's AV	0	6,050		4,268				468	41	495
	Total AV Collection	4,512	24,200		16,608				1,793	123	1,490
	Magazines & Newspapers								1,367	83	992
	Total Collection	**105,651**	**266,200**		**204,908**				**23,985**	**1,525**	**18,506**

*	current J F & NF collection size combined; has been divided 50/50	
**	mag & nsp backfile growth = 10% expansion for magazines; 100% expansion for newspapers	
***	each section is allocated 12 sq ft except New Books & paperbacks, which are allocated 15 sf	

	Space	Seating Type	# of Tables	# of Seats	SF/Seat	SF Needed
	General & Study Seating:					
2.3	New Books & Videos/Rental Collection	lounge chair	0	2	36	72
3.2	Circulating Fiction & Paperbacks	4-pl table	4	16	25	400
3.2	Circulating Fiction & Paperbacks	2-pl table	6	12	25	300
3.2	Circulating Fiction & Paperbacks	lounge chair	0	6	36	216
3.4	Audiovisual Media	4-pl table	2	8	25	200
3.4	Audiovisual Media	lounge chair	0	2	36	72
3.5	International Languages Collection	4-pl table	3	12	25	300
3.6	Young Adults Area	4-pl table	3	12	25	300
3.6	Young Adults Area	lounge chair	0	4	36	144
6.2	Reference Collection	4-pl table	7	28	25	700
6.2	Reference Collection	lounge chair	0	4	36	144
6.3	Camarillo History	lounge chair	0	4	36	144
6.3	Camarillo History	4-pl table	2	8	25	200
6.5	Circulating Nonfiction Books & Videos	4-pl table	8	32	25	800
6.5	Circulating Nonfiction Books & Videos	2-pl table	8	16	25	400
6.5	Circulating Nonfiction Books & Videos	1-pl table	12	12	25	300
6.5	Circulating Nonfiction Books & Videos	lounge chair	0	6	36	216
6.6	Magazines & Newspapers	lounge chair	0	20	36	720
6.6	Magazines & Newspapers	4-pl table	4	16	25	400
6.8	Quiet Study Area	1-pl carrel	20	20	25	500
	Subtotal Adult/YA:		79	240		6528
4.2	Children's Reference Collection	4-pl table	2	8	25	200
4.2	Children's Reference Collection	2-pl table	2	4	25	100
4.6	Children's Magazines	2-pl table	2	4	25	100
4.6	Children's Magazines	lounge chair	0	2	36	72
4.7	Children's Circulating Books	4-pl table	5	20	25	500
4.7	Children's Circulating Books	2-pl table	6	12	25	300
4.9	Children's International Languages	4-pl table	1	4	25	100
4.9	Children's International Languages	lounge chair	0	2	36	72
4.10	Children's Picture Books	toddler table, round	4	16	22	352
4.10	Children's Picture Books	lounge chair	0	2	36	72
4.10	Children's Picture Books	rocking chairs	0	2	25	50
4.10	Children's Picture Books	window seating	0	8	20	160
4.10	Children's Picture Books	floor seating	0	10	10	100
4.13	Parents Collection	4-pl table	1	4	25	100
4.13	Parents Collection	lounge chair	0	2	36	72
	Subtotal Youth:			100		2350
	Subtotal General & Study Seating:			340		8878
	Programming, Meeting Room & Tutoring Space Seating:					
1.4	Community Program Room	stacking chairs	24	200	12.5	2500
3.7	Literacy Tutor/Learner Resource Area	2-place table	8	16	25	400
3.9	First Floor Group Study Room A	conference table, 6	1	6	25	150
3.10	First Floor Group Study Room B	conference table, 6	1	6	25	150
4.3	Homework Center	2-place table	8	16	25	400
4.11	Storytelling Area	floor seating	0	50	10	500
6.9	Second Floor Group Study Room C	conference table, 6	1	6	25	150
6.10	Second Floor Group Study Room D	conference table, 6	1	6	25	150
6.11	Second Floor Group Study Room E	conference table, 6	1	6	25	150
	Subtotal Programming & Meeting Room Seating:		45	312		4550
	Total Public Seating Space:					13428

	Space	Equipment Type	Purpose	# of Tables	# of Seats	SF/Seat	SF Needed
	General Access Public Computers:						
2.3	New Books & Videos/Rental Collection	stand-up computer wkstn	OPAC	2	2	16	32
3.1	First Floor Computers - Adult Area	sit-down computer wkstn	OPAC	2	2	35	70
3.1	First Floor Computers - Adult Area	stand-up computer wkstn	OPAC	2	2	16	32
3.1	First Floor Computers - Adult Area	stand-up computer wkstn	Internet	2	2	16	32
3.2	Circulating Fiction & Paperbacks	stand-up computer wkstn	OPAC	2	2	16	32
3.2	Circulating Fiction & Paperbacks	sit-down computer wkstn	OPAC	2	2	35	70
3.4	Audiovisual Media	sit-down computer wkstn	OPAC	2	2	35	70
3.6	Young Adults Area	sit-down computer wkstn	Internet	4	4	35	140
4.4	Children's Computers	sit-down computer wkstn	OPAC	10	10	35	350
4.4	Children's Computers	sit-down computer wkstn	Internet	2	2	35	70
4.10	Picture Books	stand-up computer wkstn	OPAC	2	2	16	32
6.2	Reference Collection	sit-down computer wkstn	CDRom	4	4	35	140
6.2	Reference Collection	sit-down computer wkstn	Special DBs	6	6	35	210
6.2	Reference Collection	sit-down computer wkstn	OPAC	4	4	35	140
6.4	Second Floor Computers - Adult Area	sit-down computer wkstn	Internet	10	10	35	350
6.4	Second Floor Computers - Adult Area	sit-down computer wkstn	WP	4	4	35	140
6.5	Circulating Nonfiction Books & Videos	stand-up computer wkstn	OPAC	2	2	16	32
6.6	Magazines & Newspapers	sit-down computer wkstn	OPAC	2	2	35	70
	Subtotal:			64	64		2012
	Training Computers:						
4.3	Homework Center	sit-down computer wkstn	TBD	10	10	35	350
6.11	Technology Training Center	sit-down computer wkstn	TBD	6	6	40	240
	Subtotal:			16	16		590
	Public Access Computers:			80	80		
	Other Public Access Equipment:						
2.1	Circulation Desk Area	express checkout stations		4	4	45	180
3.4	Audiovisual Collection	audio listening stations		2	2	35	70
3.6	Young Adults	audio listening stations		2	2	35	70
4.1	Children's Service Desk	express checkout stations		1	1	45	45
3.8	First Floor Copiers	copy machine		2	2	45	90
6.2	Reference Collection	microfilm reader/printer		2	2	35	70
6.2	Reference Collection	ADA A/V equipment		2	2	35	70
6.7	Second Floor Copiers	copy machine		2	2	45	90
	Subtotal:			17	17		685
	Public Access Printers:						
3.1	First Floor Computers - Adult Area	printer, networked		2	2	12	24
3.6	Young Adults	printer, networked		1	1	12	12
4.3	Children's Computers	printer, networked		3	3	12	36
6.2	Reference Collection	printer, networked		4	4	12	48
6.4	Second Floor Computers	printer, networked		4	4	12	48
6.6	Magazines & Newspapers	printer, networked		1	1	12	12
4.3	Homework Center	printer, networked		3	3	12	36
6.11	Technology Training Center	printer, networked		2	2	12	24
	Subtotal:			20	20		240

This list of furniture and equipment is preliminary. It will be revised and expanded over the course of both the design & construction phases of the project. For items that include multiple parts, e.g.seating (which includes tables & chairs), square footage has been assigned to one component only and the other components are shown with 0 square feet.

Refer to App B - D for specific information of furniture & equipment. See also the components listed in Section V.

Item/s	Quantity	SF/Unit	Total SF	
Announcement board, wall mounted, 5'x4'	1	28	28	
AV / ADA equipment, 2 @ 35 sf ea	2	35	70	
AV cart, portable	1	12	12	
AV eqpt racks for mtg room	2	10	20	
AV listening/viewing equipment	4	35	140	
Benches & casual seating, lobby - allowance			250	
Book trucks, public areas	50	0	0	
Book trucks, staff areas	32	9	288	
bulletin boards	6	0	0	
chair, task, private office	3	0	0	
chairs @ service desks	11	0	0	
chairs, conference table	20	25	500	
chairs, guest	6	0	0	
chairs, stacking	200	15	3,000	
change machine	2	12	24	
Coat closet, 8 x 3	1	32	32	
computers, private office	3	0	0	
Computers, service desks	9	0	0	
Computers, sit down, public areas	62	35	2,170	
Computers, sit down, staff workspaces	25	0	0	
Computers, sit down, traning	6	40	240	
Computers, stand up, public areas	12	16	192	
Copy machine, public	4	45	180	
Copy machine, staff	3	36	108	
credenza	3	20	60	
debit card dispenser	2	12	24	
delivery bins, stacks of 4	6	6	36	
desk, private office, with return and ergonomic chair	3	50	50	
Display kiosk	1	30	30	
display unit for tutoring resources	1	16		
display unit, 6' x 4, with bulletin board	1	25	25	
display units, glass-enclosed	2	36	72	
Express checkout machine	5	45	225	
Fax machine, on work counter	1	0	0	
kiosk, freestanding, for Library handouts	1	24	24	
kitchen counter, 10 x 2	2	0	0	
lateral file	5	18	90	
Lounge chairs	56	36	2,016	
Mail sorting counter & mail slots	1	24	24	
Material return bins	6	16	96	
materials return slots, exterior	4	20	80	
materials return slots, interior	4	20	80	
Microfilm cabinets	3	18	54	
Microform reader/printers	4	36	144	
microwave oven	3	0	0	
Modular workstations, 6'x6', for check-in	3	40	120	
Oven with stovetop range	2	0	0	
podium	1	25	25	
Printer, networked	20	12	240	
Refrigeration units, self-service x 2	2	16	32	
refrigerator, full-size	2	0	0	
Rocking chairs	2	25	50	
Sales counter with cash register	2	50	100	
Seating @ 1-pl tables	32	25	800	
Seating @ 2-pl tables	76	25	1,900	

Announcement board, wall mounted, 5'x4'	1	28	28	
Seating @ 4-pl tables	180	25	4,500	
Seating @ 4-pl toddler tables	16	22	352	
seating @ armchairs, staff room	2	32	64	
seating @ conference tables	20	25		
seating @ group study tables	30	25	750	
seats @ computer workstations, public	68	0	0	
Service desk, 2-person	1	120	120	
service desk, 3-person	1	180	180	
Service desk, 4-person	1	240	240	
Service desk, homework center	1	50	50	
Service desk, technology center	1	40	40	
Shelving, 45", easy readers	25	12	300	
Shelving, 45", misecllaneous	44	12	528	
Shelving, 45", picture bks	145	12	1,740	
Shelving, 45", sloped for magazines	4	12	48	
Shelving, 66" AV browse bin shelving	21	12	252	
Shelving, 66" display, for pbks	14	12	168	
Shelving, 66" for DVDs	4	12	48	
Shelving, 66" with hanging rods for AV kits	10	12	120	
Shelving, 66", for bks on tape & on CD	8	12	96	
Shelving, 66", for CDROMs	3	12	36	
Shelving, 66", for fiction/folktales	59	12	708	
Shelving, 66", for holiday bks	8	12	96	
Shelving, 66", for new AV formats	6	12	72	
Shelving, 66", for new bks	3	12	36	
Shelving, 66", for nonfiction bks	133	12	1,596	
Shelving, 66", for puppets	10	12	120	
Shelving, 66", for reference bks	5	12	60	
Shelving, 66", for textbooks	4	12	48	
Shelving, 66", for videos	11	12	132	
Shelving, 66", misecllaneous	9	12	108	
Shelving, 72" display, for paperbks	41	12	492	
Shelving, 72" for reserves	6	12	72	
Shelving, 72", for bks on tape & on CD	49	12	588	
Shelving, 72", for CDROMs	2	12	24	
Shelving, 72", for DVDs	6	12	72	
Shelving, 72", for literacy mats	8	12	96	
Shelving, 72", for LP bks	58	12	696	
Shelving, 72", for new books	14	12	168	
Shelving, 72", for videos	15	12	180	
Shelving, 72", miscellaneous	2	12	24	
Shelving, 72"sloped, for magazines	28	12	336	
Shelving, 84", for fiction	233	12	2,796	
Shelving, 84", for mag bkfiles	42	12	504	
Shelving, 84", for nf videos	12	12	144	
Shelving, 84", for nonfiction	429	12	5,148	
Shelving, 84", for nsp bkfiles	8	12	96	
shelving, 84", for storytelling book collection	1	12	12	
shelving, 84", miscellaneous	114	12	1,368	
Shelving, display, 72"	16	12	192	
shelving, industrial, 72"	7	15	105	
Sink, commercial-grade	2	0	0	
Sofa, staff room	1	50	50	
Staff lockers	28	5	140	
stage, storytelling	1	20	20	
Supply cabinet, 2-door	6	20	120	
table, folding, 6 x 2.5, for storytelling book display	1	40	40	
table, small conference	3	50	150	
table, small, for library card applications w 2 chairs	1	30	30	
tables, 1-place	32	0	0	
Tables, 2-place	38	0	0	
Tables, 4-place	45	0	0	
Tables, 4-place toddler	4	0	0	

Announcement board, wall mounted, 5'x4'	1	28	28	
tables, computer	68	0	0	
tables, conference 2, 10-seat capacity	2	0	0	
tables, folding, 6' x 2', 30			0	
tables, group study	5	0	0	
task chairs, staff areas	25	0	0	
telephone handsets, staff	16	0	0	
Theft security portals	2	24	48	
white boards	15	0	0	
work counter, 10' x 2.5'	1	50	50	
work counter, 6 x 3, with supply cabinets above and below	2	30	60	
work counter, 8'x3', lat files below & cabinet above	1	40	40	
Work counters for book sorting	4	48	192	
work table, mending	1	40	40	
Work tables,staff	3	40	120	
workstation, modular, 1 8'x8' for periodical check-in	16	78	1,248	

APPENDIX F: Planning Guides Used and Sources Cited

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